



Radiation Protection Agency

POSITION	HR & Admin Officer x 1
REFERENCE NO.	FAHR02/26
DIVISION	Finance, Admin & HR
LOCATION	Maseru
The Radiation Protection Agency (RPA) is a statutory body responsible for regulating the safe use of ionizing radiation to protect people and the environment from harmful effects of ionizing radiation in Lesotho. <u>Key Responsibilities</u> • Coordinating and implementing the Agency's human resource management functions. • Managing recruitment, selection, onboarding, and induction processes. • Maintaining and updating employee records and personnel files. • Assisting in the development, implementation, and review of HR policies, procedures, and guidelines. • Administering employee benefits, leave management, and attendance records. • Coordinating performance management, staff development, and training programmes. • Providing guidance on employee relations matters and ensuring compliance with labour laws and organizational policies. • Supporting disciplinary, grievance, and conflict-resolution processes. • Assisting in workforce planning and succession planning initiatives. • Preparing HR reports, statistics, and management information. • Coordinating employee wellness and staff engagement programmes. • Ensuring confidentiality and proper management of employee information. • Performing any other duties from time to time. <u>Minimum Qualifications</u> • Bachelor's Degree in Human Resource Management or equivalent in a related field.	

Experience

- At least three **(3) years** of relevant experience in human resource management or administration.
- Knowledge of labour legislation, employment regulations, and HR best practices.
- Experience in recruitment, performance management, training coordination, and employee relations.
- Experience in a government, statutory body, or regulatory environment will be an added advantage.

Competencies and skills Requirements**Communication Skills**

- Ability to prepare reports, policies, correspondence, and other HR documentation.
- Strong verbal communication, presentation, and interpersonal skills.

Interpersonal Skills

- Ability to build and maintain positive working relationships at all levels of the organization.
- Strong conflict-management and negotiation skills.
- Ability to handle sensitive matters with tact, discretion, and professionalism.

Problem-Solving Skills

- Ability to analyse HR issues and recommend appropriate solutions.
- Strong organizational, planning, and decision-making skills.

Other Attributes

- High level of integrity, confidentiality, and professionalism.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Computer literacy with proficiency in Microsoft Office applications and HR information systems.
- Ability to manage multiple priorities and meet deadlines.

Remuneration

An attractive remuneration package commensurate with qualifications, experience, and the Agency's approved salary structure will be offered to the successful candidate.

Employment type

Permanent and pensionable terms

Information required from candidates

- Signed application letters stating the position;
- Applicants should **quote** the reference number of the post applied for;
- Provide CV's (including telephone and e-mail contact details) and certified copies of educational certificates and transcripts;
- Certified copy of an Identity Document.

All applications should be hand delivered or emailed to recruitment@rpa.org.ls and addressed to:

Human Resource Manager
Radiation Protection Agency
P.O. Box13686
Old LNDC Building, 4th Floor

The closing date for receipt of applications is **3rd July 2026 at 4:30 p.m.**
Only shortlisted candidates will be contacted.

NB. ALL THE ATTACHMENTS (APPLICATION LETTER, CV, CERTIFICATES, & ID) SHOULD BE EMAILED IN PDF FORMAT