



Radiation Protection Agency

POSITION	Information Technology (IT) Officer x 1
REFERENCE NO.	NSIM01/26
DIVISION	Nuclear Safety, Security, Safeguards and Information Management
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.

Key Responsibilities

- Provide technical support to end users for hardware, software and network-related issues.
- Assist with installation, configuration and maintenance of computers, printers and peripherals.
- Ensure data backup and recovery systems are properly implemented.
- Support system updates, patches and routine maintenance tasks.
- Assist in managing user accounts, permissions and access rights.
- Document technical procedures, troubleshooting steps and IT inventory.
- Ensure the agency's data confidentiality and integrity through proper access controls and system monitoring.
- Support implementation of cybersecurity measures and adherence to Agency data protection policies.
- Develop, implement and maintain information systems and web-based applications to support the Agency's operations and regulatory functions.
- Assist in website development and maintenance.
- Perform any other duties assigned from time to time.

Minimum Qualifications

- BSc in Degree in Information Technology, Computer Science or Software Engineering or any related course.
- Cybersecurity certification will be an added advantage.

Experience

At least **3 years** experience in related field

- Strong knowledge of network administration, hardware maintenance, and information security principles.
- Experience or knowledge in systems analysis, design, development, testing, implementation, and maintenance.
- Proficiency in programming and web development technologies.
- Excellent analytical, problem-solving, and troubleshooting abilities.

Skills Requirements

- a. **Communications Skills: Written Skills** - Able to write analytical and technical reports.

Oral Skills - Able to communicate effectively.

- b. **Interpersonal Skills:** The incumbent must be able to interact and strategize with others.

- c. **Problem Solving:** The incumbent must be able to identify problems, brainstorm and analyse answers and implement best solutions.

Other Attributes:**Integrity:**

The incumbent must be honest and have strong moral principles.

Professionalism:

Perform duties diligently, adheres to professional standards, and maintains a positive work ethic.

Transparency

Communicates openly and honestly, shares information appropriately, and supports accountability in decision-making and organizational processes.

Confidentiality:

Handles sensitive, personal, and organizational information with discretion and ensures that such information is protected from unauthorized disclosure.

Consistency:

Demonstrates reliability in performance and decision-making, ensuring predictable and equitable outcomes.

Remuneration

The successful candidate will be offered a competitive package in accordance with the Agency's terms and conditions of service

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. Box 13686
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