



Radiation Protection Agency

POSITION	Office Assistant x 1
REFERENCE NO.	FAHR04/26
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> • Ensuring offices are neat, orderly and hygienic always. • Assisting with basic office errands including delivery and collection of documents. • Performing any other duties assigned by the supervisor. <u>Minimum Qualifications</u> • Cambridge Overseas Schools Certificate (COSC) or equivalent • Having Home-Economics or related subject in COSC will be an added advantage <u>Experience</u> • Relevant experience of 3 years will be an added advantage • Ability to read and write English <u>Skills Requirements</u> • Organisational skills • Interpersonal skills • Hospitality <u>Remuneration</u> The successful candidate will be offered a competitive package in accordance with the Agency's terms and conditions of service. <u>Employment type</u> 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