



Radiation Protection Agency

POSITION	Procurement Lead x 1
REFERENCE NO.	PMT01/26
DIVISION	Procurement
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

- Planning, coordinating, and managing the Agency's procurement activities in accordance with applicable laws, regulations, and policies.
- Developing and implementing annual procurement plans aligned with the Agency's strategic and operational objectives.
- Managing procurement processes, including preparation of bidding documents, requests for quotations, tender administration, evaluation processes, and contract awards.
- Providing guidance to user departments on procurement requirements and procedures.
- Ensuring compliance with the Public Procurement Act, applicable regulations, and internal procurement policies.
- Managing supplier relationships and maintaining an up-to-date supplier database.
- Monitoring contract performance and ensuring timely delivery of goods, services, and works.
- Preparing procurement reports and maintaining accurate procurement records.
- Coordinating the activities of procurement committees and providing secretariat support where required.
- Identifying procurement risks and recommending appropriate mitigation measures.
- Supporting inventory and asset management activities.
- Promoting transparency, fairness, value for money, and accountability in all procurement activities.

- Performing any other duties assigned from time to time.

Minimum Qualifications

- Bachelor's Degree in Procurement and Supply Chain Management / Purchasing and Supply / Logistics Management / Business Administration / Commerce or a related field.
- Professional qualifications such as CIPS or an equivalent procurement certification will be an added advantage.

Experience

- At least three (3) years of relevant experience in procurement, supply chain management, or contract management.
- Sound knowledge of public procurement legislation, regulations, and best practices.
- Experience in procurement planning, tender management, contract administration, and supplier management.
- Experience in a government, statutory body, or regulatory environment will be an added advantage.

Competencies and Skills

Communication Skills

- Ability to prepare procurement reports, bid documents, and correspondence.
- Strong written and verbal communication skills.

Interpersonal Skills

- Ability to work effectively with internal stakeholders, suppliers, service providers, and regulatory authorities.
- Strong negotiation and relationship management skills.

Problem-Solving Skills

- Ability to analyse procurement requirements and develop practical procurement solutions.
- Strong analytical and decision-making skills.

Other Attributes

- High level of integrity, accountability, and professionalism.
- Strong organizational and project management skills.
- Ability to manage multiple procurement processes simultaneously and meet deadlines.
- Computer literacy with proficiency in Microsoft Office applications and procurement management systems.
- Thorough understanding of ethical procurement practices and principles.

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. 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