



## **LEROTHOLI POLYTECHNIC**

### **ADVERTISEMENT**

**DIVISION : ADMINISTRATION**  
**DEPARTMENT : REGISTRAR**  
**JOB TITLE : REGISTRAR**

#### **JOB SUMMARY**

The Lerotholi Polytechnic (LP) wishes to appoint an innovative and creative person with exceptional management and legal skills to the position of Registrar.

#### **JOB DESCRIPTION**

Under the general supervision of Rector, the incumbent is the secretary to the Governing Council, Senate and all the statutory committees of the Polytechnic. The incumbent provides necessary services to these bodies for them to fulfil their governance roles, and also provides advice to them. The incumbent will be a member of the Executive Management of the Institution.

In addition, the incumbent is required to provide student-centered leadership. To plan, organise, implement and administratively manage all activities related to the Office of the Registrar, including serving as an official custodian of student records, certification and all systems supporting students' recruitment, admission, registration and examinations. The incumbent is also accountable and responsible for all legal matters, including legal advice to the Rector and LP Governing Council, to institute and defend legal action in order to ensure that the institution's interests are always protected.

#### **MAIN DUTIES**

- Acts as Secretary to Council, Senate and all Statutory Committees. Thus, the incumbent will maintain all the institutional information, reports, records, and minutes, including letters addressed to the Chairman of Council and ensures confidentiality;
- Disseminates information about the Polytechnic and coordinates the exchange of information with other stakeholders;

- Develops, administers and implements the set rules and regulations and standards for admission, prospectus and certification. The incumbent must be in the position to recommend adoption of set rules and regulations and also ensure that they are adhered to;
- Develops, reviews, and recommends for approval of departmental policies, procedures and administrative processes to ensure compliance with institutional and regulatory bodies' requirements;
- Coordinates the drawing of master time-table and examination time-table and other schedules, including prospectus and academic calendars;
- Provides legal advice and guidance to the Rector and the LP Governing Council and liaises with Counsel on behalf of the Polytechnic, with regard to litigation by and against the Polytechnic;
- Arranges and coordinates Polytechnic ceremonies (Graduation, etc) and performs protocol functions;
- Manages all examination processes and ensures strict security and confidentiality of examination papers;
- Develops and administers the departmental budget; and
- Is responsible for the safe keeping and the sole use of the LP seal in accordance with the LP Statutes.

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

- LLB (LLM will be an added advantage) PLUS at least eight (8) years of relevant experience at a tertiary institution, of which four (4) years should have been in a Senior Management role.
- OR
- Masters Degree in Education Management / Business Administration / Public Administration / professional equivalent AND must have or demonstrate a Legal background PLUS at least eight (8) years of relevant experience at a tertiary institution, of which four (4) years should have been in a Senior Management role.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Familiarity with CHE and TVET requirements;
- Strong interpersonal skills;
- Good oral and written communication skills;
- Good leadership qualities, and ability to plan and manage change;
- Basic skills in budgeting;
- Basic computer skills; and
- Good knowledge and understanding of quality management systems

**REMUNERATION:**

Lerotholi Polytechnic offers a competitive salary package.

**HOW TO APPLY**

Interested and suitably qualified candidates should submit their detailed applications which should include an application letter, curriculum vitae with three (3) contactable referees, certified copies of identity document, Educational Certificates and Transcripts. The applications should be submitted to the addresses provided below on or before **04<sup>th</sup> December, 2020**.

**Applications should be hand delivered to:**

The Secretary of LP Governing Council  
Lerotholi Polytechnic  
P.O. Box 16  
Maseru 100  
Lesotho

OR

Emailed to: [careers@lp.ac.ls](mailto:careers@lp.ac.ls)