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The National University of Lesotho in its bid to revitalise its academic and research portfolios, and develop its human resources to a world class standard, seeks suitable candidates for the following posts:

## **1. Post No 0410: Director Marketing and Communication.**

### **Requirements**

A Master of Arts degree in Marketing or Communication or any other relevant field. A minimum of five years' management experience. He/She is a creative and resourceful person with excellent written and spoken skills; Excellent planning and organisational skills; Good interpersonal relations; Managerial and or marketing capabilities; Computer and editing and publishing skills; Ability to work under pressure.

### **Responsibilities**

- He/She reports to the Vice-Chancellor
- Responsible for corporate communications and marketing functions of the University; Strategic marketing and corporate communication planning and implementation; Management of long-term relationships with strategic stakeholders and maintenance of positive image with all stakeholders; management of corporate identity and strategic positioning; media liaison; national and international marketing of the University; management of the websites, printed and electronic publications; alumni affairs and international students.

## **2. Post No. 3580: Director, Research and Graduate Studies.**

### **Requirements**

Applicants must have a Ph.D and hold the rank of Associate Professor or **above**; applicants must have an excellent record of research, and experience with graduate programme teaching supervision and management; they must have excellent analytical communication and interpersonal skills.

## Responsibilities

- He/She reports to the Pro Vice-Chancellor with the following functions inter alia:
  - (a) Raising the standards of 'research craft' within the university
  - (b) Monitoring and publicizing the research of the university and promoting research expertise with the aim of successfully seeking grants and other funds;
  - (c) Providing advise and support to faculties in promoting and delivering postgraduate programmes
  - (d) Providing general guidance to the University on policy and procedural matters relating to research and graduate studies, intellectual property and technology transfer;
  - (e) Organising conferences, seminars and research training workshops in support of the research enterprise in the University.

### **3. Post No 0070: Director, Centre for Teaching and Learning (CTL)**

This is a senior level position reporting directly to the Pro-Vice Chancellor. The Centre's mission is to raise and sustain academic excellence through capacity building and enhancement of strategic initiatives in nurturing the professional development of academic staff. The key responsibilities of the Director are:

1. Develops interdisciplinary programmes.
2. Reviews and evaluates curriculum and programmes to ensure that they respond to the national needs.
3. Liaises with Deans of Faculties and Directors of Institutes on staff performance and training needs.
4. Advises the university on trends and developments in assessment, teaching and learning; use of instructional technologies; pedagogy principles.

### **Requirements**

The applicant will have a doctoral degree in education or any other relevant field or a Masters degree with wide-ranging experience in Curriculum development, evaluation, quality assurance procedures and management. He/she will be a senior academic oriented towards the improvement of teaching and learning of academic staff and students. The appointee will have broad university teaching and academic development experience.

## **4. Post No. 0037 Director, Human Resources**

### **Job Summary**

The Director of Human Resources reports to the Vice-Chancellor. She/he provides information, advice and guidance to the university management in particular and the university community in general (individuals and committees), on all matters of human resources management, human resources development and industrial relations. She/he is central to employee relations and welfare. She/he initiates and acts as custodian of all staff policies and contracts of employment; a custodian of employee records and profiles; a champion of people's affairs; and also an internal human resources and change consultant within the university.

### **Responsibilities**

- Develops, manages, co-ordinates and evaluates the University HR programmes, functions and services.
- Provides professional HR advice, guidance and expertise to all units of the university.
- Co-ordinates all HR policies to assure a focussed HR strategy that supports the vision, mission and the organisational strategy of the university.
- Provides professional expertise to management of HR issues.
- Develops a framework for a staff appraisal system for the entire university.

### **Requirements**

A Master's degree in any one of the following:

Human Resources Management, Business or Public Administration, Industrial Relations or related field

### **Plus**

At least 5 years cognate experience in Human Resource Management or Performance Management at a tertiary institution will be a clear advantage.

### **Method of Application**

All applications for the posts should include a Curriculum vitae, 3 named referees, a detailed work history and for Post 4, please include a page outlining your vision for managing the Human Resource Division at the National University of Lesotho

All applications must be sent no later than July 31, 2007 to:

The Office of the Vice-Chancellor  
National University of Lesotho  
P.O Roma 180  
Lesotho  
Email: vc@nul.ls

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