



ADVERTISEMENT

Applications are invited from suitably qualified and interested local individuals to apply for the following positions at National Drug Service organization (NDSO) Mafeteng. Interested candidates must send their application letter, CV and attach certified copies of educational certificates to NDSO not later than the closing date. Applications received after the closing date will not be considered. Applicants not contacted six (6) weeks after the closing date must consider their applications unsuccessful. Only shortlisted applicants will be contacted. Applications must be hand delivered to NDSO premises, posted or emailed to the following contacts:

Human Resources Manager
NDSO
P. O. Box 1167
Mafeteng 900

Email: hr@ndso.org.ls

Position No1

Customer Service Consultant

Reports to

Assistant Customer Service Manager

Required Minimum Qualifications:

Diploma in Pharmacy

Required Minimum Experience:

Two years' working experience in a similar role

Summary of the Job Description

The Customer Service Consultant will be responsible for capturing, submitting the proforma invoices and following up on the processing of Donor Funded products within the Organization.

Position No2

Human Resources Officer

Reports to

Human Resources Manager

Required Minimum Qualifications:

Degree in Human Resources Management or any related qualification to Human Resources

Required Minimum Experience:

Two years' working experience in a similar position. Experience in Labour Relations issues will be an added advantage.

Summary of the Job Description

The Human Resource Officer will be responsible for implementation of the following Human Resource activities: recruitment, selection and placement, processing of payroll and terminations, disciplinary processes, Labour relations issues and General Human Resource administrative issues.

Position No3

Information Technology Officer

Reports to

Information Technology Manager

Required Minimum Qualifications:

Diploma in Information Technology, Computer Science, computer Systems or equivalent qualification at same level of disciplines

Required Minimum Experience:

Minimum of 2 years working experience as Information Technology Technician or have good knowledge of A+,N+,OS and other MS products. MCSE certification will be an added advantage.

Summary of the Job Description

The Information Technology Officer will be responsible for ensuring that hardware and installed software within the organization are working fine. The officer will also be expected to repair organization network, to take backups, to clear (dusting) all IT equipment and to assist the end user with technical challenges that may arise on daily basis to ensure a smooth operation of the organization. The officer will ensure that all computers including server have security utilities installed and updated.

N
D
S
O



NATIONAL DRUG SERVICE ORGANISATION

P O Box 1167
Mafeteng 900
Lesotho
Tel:(+266)2221 5300
Fax:(+266)2270 1340

Position No4	Procurement Officer
Reports to:	Assistant Procurement Manager
Required Minimum Qualifications:	Diploma in Pharmacy Technology or Equivalent
Required Minimum Experience:	Minimum of two years relevant working experience
Summary of the Job Description: Raise purchase orders for the products as requested by either Logistics Manager or Assistant Logistics Manager.	
Position No5	Quality Assurance Officer
Reports to:	Quality Assurance Manager
Required Minimum Qualifications:	Diploma in Pharmacy Technology or any related qualification
Required Minimum Experience:	Two years' working experience in related position. Experience in Industrial Pharmacy will be an added advantage.
Summary of the Job Description: The Quality Assurance Officer will be responsible for document preparation, implementation of standard operating procedures (SOPs) related to maintaining quality assurance standards and compliance of all procured products with set standards relating to quality aspects set by the Organization.	
The closing date for applications is the 22nd July 2022 at 4:30pm.	