



Christian Health Association of Lesotho

P.O. Box 1632, Maseru 100, Lesotho

Telephone: +266 2231 2500, Fax: +266 2231 0314

e-mail: chal@lesoff.co.za

Christian Health Association of Lesotho (CHAL) Secretariat is an administrative and coordinating body that consists of six (6) member churches that have health facilities namely Hospitals (8), Health Centers (71) and Nurses Training Institutions (4) throughout the country. It is constitutionally mandated to facilitate the participation of the Christian churches in ensuring that the right to health of all the members of the communities to the highest quality health services is upheld. CHAL therefore, invites suitably qualified candidates for the position of **Information Communication and Technology Officer (ICT)**

Job Purpose

To lead the deployment, utilisation and availability of hardware and software of Information Communication Technology (ICT) for the effective and efficient running of the Secretariat and CHAL institutions operations.

Key Performance Areas (KPA's)

- Systems availability
- Systems integration
- Troubleshooting problems
- ICT utilization reporting
- Systems procurement

Key Responsibilities and Duties

- Executes ICT Operational Plan;
- Installs and configures software and hardware systems;
- Develops and maintains interactive website and intranet of CHAL Secretariat and CHAL institutions;
- Maintains accurate inventory of ICT facilities and equipment;
- Maintains and supervise service providers contracts;
- Develops secure external data backups points for CHAL operations;
- Implements robust and secure data management systems for CHAL business;
- Develops and implements best practices data protection and management policies and practices;
- Develops and runs ICT trainings for staff better utilisation of the platforms;
- Supervises ICT functions and resources.
- Supports line management to identify and develop integrated ICT needs.

Minimum Qualifications and Experience

Degree in Information Technology or Computer Systems Engineering or equivalent qualification.
Minimum of 3 years working experience in ICT or similar environment

Personal Competencies and Attributes

- Analytical and innovative
- Planning and organising skills
- Excellent people and communication skills
- Problem solving capabilities
- Active listening skills
- Ability to work in a complex environment
- Effective time management skills



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HOW TO APPLY

Interested and suitably qualified candidates should submit their detailed applications, which should include Curriculum Vitae, Certified copies of Educational Certificates, and academic transcripts to:

**The Human Resources Office
Christian Health Association of Lesotho
P.O. BOX 1632
MASERU 100
0100**

DISCLAIMER:

- **Only successful candidates will be contacted.**
- **The closing date for receiving full applications is 10th June 2022 @ 13:00hrs GMT.**
- **Applications submitted after the 10th June 2022 will not be accepted.**