



Christian Health Association of Lesotho

P.O. Box 1632, Maseru 100, Lesotho

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Christian Health Association of Lesotho (CHAL) is a network of churches' owned health facilities namely Hospitals, Health Centers and Nurses Training Institutions throughout the country. CHAL is constitutionally mandated to facilitate participation of the Christian churches in ensuring that the right to health for all members of the community is upheld to the highest quality health services. Therefore, CHAL invites suitably qualified candidates for the position of NURSES TRAINING INSTITUTIONS EXECUTIVE SECRETARY tenable at the Secretariat in Maseru. The position will be responsible to CHAL EXECUTIVE DIRECTOR.

Key responsibilities

The incumbent will be responsible for the following duties; Processing of certificates in Nursing Assistant, Diploma in Nursing and Midwifery Examinations Results, Establish, Process and Maintain affiliations to NUL, draw and manage CHAL NTI Annual budget, draw CHAL NTI training plan and attend to other administrative activities at CHAL Secretariat

1. Processing Nursing and Midwifery Examinations Results

- 1.1 Receive & process examination papers for all programmes in CHAL schools of nursing
- 1.2 Distribute the examination papers to all CHAL schools of nursing
- 1.3 Receive students' scripts for all programmes offered
- 1.4 Recruit external examiners for further scrutiny of examination papers & students' scripts
- 1.5 Present the results to NUL Senate for scrutiny and approval
- 1.6 Present the results to CHAL NTI Council.
- 1.7 Process result slips and certificates for the successful students
- 1.8 Ensure safety and security of all examination processes

2. Establish, Process and Maintain affiliations and partnerships

- 2.1 Draft proposals to NUL for affiliations of CHAL schools of nursing programmes.
- 2.2 Present the draft proposal to CHAL NTI Council
- 2.3 Present the draft proposals to the Faculty of Health Sciences at NUL.
- 2.4 Establish partnership with other development partners

3. Draw CHAL NTI Budget

- 3.1 Draw Annual CHAL NTI budget
- 3.2 Control expenditure to keep it within the NTI budget
- 3.3 Facilitate annual auditing of CHAL NTI programme

4. Draw Training Plans for CHAL NTI Educators

- 4.1 Draft the needs assessment for CHAL NTI Educators
- 4.2 Draw the training plan out of the needs assessment document

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4.3 Disseminate the needs assessment document to MOHSW & other development partners
4.3 Liaise with Universities & Colleges in the region for capacity development, training and other presenting opportunities of CHAL NTI Educators

5. Administrative Duties & Other Responsibilities

- 5.1 Coordinate meetings for the CHAL NTI committees and the NTI Council
- 5.2 Represent CHAL NTI Council at Faculty board meetings, Senate of NUL and other Nurses Regulatory structures as necessary
- 5.3 Attends fortnightly management meetings.
- 5.4 Prepares quarterly departmental progress reports and present to Executive Director.
- 5.5 Develops and implement departmental annual plans.
- 5.6 Appraise the Assistant Secretary on quarterly basis.
- 5.7 Procure stationery and any other equipment for CHAL NTI
- 5.8 Mobilise resources to support the running of the office

KEY PERFORMANCE OUTPUTS

- To have Recruited External Examiners and compiled their reports
- To have drawn CHAL NTI Annual budget
- To have the training plan for CHAL NTI Educators
- To have coordinated programmes affiliation into Faculty of Health Sciences (NUL) stakeholders.

PERFORMANCE INDICATORS

1. Number of External examiners recruited
2. Annual budget document
3. Annual training plan
4. Reports/minutes on meetings attended
5. Number of students graduating

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EDUCATIONAL BACKGROUND AND EXPERIENCE:

Bachelor of Nursing, Education & Administration + 5years experience in Nursing Education.

Bachelor in Nursing (BSc Nursing) with a Diploma in Education & Administration + 5 years' experience in Nursing Education or equivalent degree.

Master's Degree in Nursing is an added advantage

PROFESSIONAL AFFILIATION

The incumbent should be registered with the Lesotho Nursing Council.

Must be a member of the Lesotho Nurses Association

OTHER NECESSARY KNOWLEDGE AND/OR EXPERTISE

The incumbent should have been involved in student assessment and monitoring both in classroom and clinical.

Experience in working with health related NGO'S and development partners will be an added advantage.

Computer literacy (Proficiency in MS word, Excel, Power point, etc)

Fluency in written and spoken Sesotho and English

Effective communications skills

Skills in report writing

HOW TO APPLY

Suitably qualified candidates should submit an application letter with the following; detailed Curriculum Vitae, two reference letters, certified copies of identity documents, educational certificates and academic transcripts to;

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

DISCLAIMER:

- Only successful candidates will be contacted.
- Full details of the position can be found at <http://chal.org.ls/jobs.html>
- The closing date for receiving full applications is 18th Friday, September 2020
- CHAL reserves the right to withdraw or cancel this advert