



Christian Health Association of Lesotho

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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 **HUMAN RESOURCES OFFICER**.

KEY PERFORMANCE AREAS

- To administer salaries and maintain employee's records
- To process employee benefits
- To maintain harmonious employee relations
- To implement training and development of CHAL and institutions
- To implement and monitor Human Resources policies
- To conduct all HR administrative activities

KNOWLEDGE AND EXPERIENCE REQUIRED

B.A Degree in Human Resources/Industrial Psychology or related field plus 3 years working experience in the similar field

COMPETENCES

- Good communication skills
- Good knowledge of the Labour Code order 1992
- Excellent presentation and writing skills
- Computer literacy and Microsoft applications

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
0100**

DISCLAIMER:

- **Only successful candidates will be contacted.**
- **The closing date for receiving full applications is Friday, 13th August 2021@13:00hrs GMT.**
- **Applications submitted after the 13th August 2021 will not be accepted.**