



STRIVING FOR EXCELLENCE

Vacancy- External Advertisement

Roma College of Nursing is a Roman Catholic Nurses Training Institution and a member of the Christian Health Association of Lesotho, and as such, it is underpinned by the Christian values and principles.

Job Title: Administrator
Grade: I
Reports to: Rector
Location: Roma College of Nursing, Roma
Contract Type: 5 years fixed-term contract

Job Summary

The Administrator will be responsible for overseeing the College's administrative and support services, including facilities, assets and fleet management, policy development, stakeholder relations, staff supervision, budgeting, and reporting. The incumbent will ensure the efficient management of institutional resources, support governance and operational effectiveness, and contribute to the achievement of the College's strategic and operational objectives.

Key Responsibilities:

- Facilities and Infrastructure Management
- Asset Management
- Fleet Management
- Administrative and Support Services
- Policy Development and Review
- Committee Participation and Governance Support
- Budget Planning and Management
- Reporting and Performance Monitoring

Qualifications and Work Experience

- Bachelor's Degree in Public Administration or any other equivalent qualification
- 5yrs work experience in a senior managerial position.
- 1-year relevant work experience within the education or health sector.
- Postgraduate Diploma in Accounting or Supply Chain and Procurement will be an added advantage.

Key Competencies

- Demonstrate basic knowledge of the principles of Human Resources Management including Labour Code.
- Demonstrate good knowledge of administration, organization and management principles.
- Strong interpersonal and communication skills
- Strong business acumen
- Strong Leadership and Communication skills

Application Process

Interested candidates should send application letter coupled with CV, certified copies of educational certificates, and ID or Passport and two reference letters (all combined in one pdf document) to recruitment@rcn.org.ls with subject line: **ADMINISTRATOR** on or before 18th June 2026, 4pm. Only short-listed candidates shall be contacted.

NB. All short-listed candidates will be contacted. Should you not hear from the College within 3 months after the closing date of applications; consider your application not successful.