

LESOTHO PUBLIC PROCUREMENT AUTHORITY

CAREER OPPORTUNITIES

The Lesotho Public Procurement Authority (the Authority) is a newly established public procurement regulatory body, established under the Public Procurement Act, 2023, to promote transparency, accountability, and value for money in public procurement. Applications are invited from suitably qualified **Lesotho citizens** who meet the requirements for the positions set out below.

Director: Corporate Services

Job Summary: Provides strategic leadership for corporate secretariat, HR & shared services, corporate procurement stewardship, and PR & stakeholder management, ensuring LPPA's corporate functions operate effectively.

Job Purpose: To lead and coordinate LPPA's corporate services functions, HR management, shared services, and stakeholder engagement that underpin LPPA's regulatory mandate, and to coordinate strategic planning, monitoring and reporting.

Reports To: Director General

Responsibilities & Duties

- Provides strategic direction for HR, shared services, corporate procurement, communications, and stakeholder management functions.
- Leads HR management, organisational development, recruitment, employee relations, training, performance management, and shared services.
- Directs PR and stakeholder engagement strategies.
- Ensures compliance with labour laws and corporate policies.
- Supervises all managers under Corporate Services.
- Reports to the Director General on corporate services performance.
- Drives organisational culture, ethics, and accountability across LPPA.
- Oversees public relations, communications, stakeholder engagement and reputation management activities.
- Oversees LPPA corporate procurement processes to ensure efficiency, transparency and compliance with the Act.
- Manages directorate work plans, budgets, staff performance, service standards, risk controls and continuous improvement initiatives.
- Coordinates the strategic planning process for LPPA.
- Coordinates strategic plan monitoring and reporting, and advises the Director General on strategic plan and corporate performance matters.

Qualifications

Essential: Bachelor's degree in Human Resource Management, Public Administration, or related field.

Added Advantage: Postgraduate qualification in governance, corporate/business management, or leadership Professional Qualification

Experience

Minimum of ten (10) years' experience in corporate services, HR, or administration, of which at least five (5) years should be at senior management level. Demonstrated experience managing multidisciplinary support functions, advising executives, and improving institutional service delivery.

Behavioural Competencies

- Integrity, accountability and professionalism.
- Collaboration and service orientation.
- Confidentiality and sound judgement.
- Problem-solving and adaptability.
- Diplomacy and stakeholder sensitivity.

Technical Competencies

- Human resource management and organisational administration.
- Stakeholder engagement and communications.
- Policy development and records management.
- Service delivery systems.

Leadership Competencies

- Strategic leadership and supervision.
- Stakeholder management, negotiation and diplomacy.
- Planning, coordination and resource management.

People leadership, mentoring and performance managementJ

Director: Governance & Corporate Compliance

Job Summary: Provides strategic leadership for governance, corporate compliance, risk management, ethics, and institutional accountability across LPPA. Strengthens LPPA's internal governance architecture by leading assurance, enterprise risk management, corporate compliance, integrity systems, investigations and internal accountability mechanisms. Provides secretariat services to the Board of Directors, Tribunal and Executive Management.

Job Purpose: To ensure LPPA's governance framework is robust, transparent, and compliant with statutory requirements, while embedding ethics, risk management, and accountability across the institution, and to ensure effective legal advisory and governance support across LPPA and the Tribunal.

Reports To: Director General

Responsibilities & Duties

- Provides strategic leadership for the governance and compliance functions.
- Advises the Director General, Executive Management and the Board on governance, control, risk, compliance, accountability, legal risk, people management, stakeholder relations and institutional support priorities.
- Develops and implements corporate governance frameworks.
- Oversees risk management and ethics programmes.
- Ensures compliance with statutory and regulatory requirements.
- Supervises managers and officers under the Directorate.
- Manages sensitive investigations and assurance assignments with objectivity, procedural fairness, evidence integrity and appropriate escalation.
- Oversees litigation, corporate secretariat and governance support, including the provision of legal opinions, contract support and compliance guidance.
- Directs corporate secretariat services, Board and committee support, tribunal administration, governance records and follow-up on governance decisions.
- Reports governance and compliance outcomes to the Governing Board and drives institutional accountability and transparency.

Qualifications

Essential: Bachelor's degree in Law, or related field. Be admitted as an advocate /attorney in the Courts of Lesotho

Added Advantage: Postgraduate qualification in law, corporate governance, compliance, or risk management.
:Member of Law Society of Lesotho

Experience

Minimum of ten (10) years' relevant experience in legal/governance or compliance, of which at least five (5) years should be at senior management level.

Behavioural Competencies

- Integrity, accountability and professionalism.

Technical Competencies

- Governance frameworks, compliance and risk management.

Leadership Competencies

- Strategic leadership, stakeholder engagement and supervision.

HOW TO APPLY

Interested and eligible candidates are required to:

1. Complete the Application Form, available at: <https://finance.gov.ls/vacancies>
2. Attach the following supporting documents:
 - a detailed Curriculum Vitae (CV);
 - certified copies of all academic and professional qualifications; and
 - a certified copy of a valid National Identity Document.

SUBMISSION OF APPLICATIONS

- Submit the completed Application Form and supporting documents by email to recruitment@lesothoprocurement.org.ls, no later than **on 21 October 2026 at 17:00**.
- State the exact title of the position, as it appears in this advertisement, in the "**Subject**" line of the email.
- Applications not submitted on the Application Form, incomplete applications, and late applications will **not** be considered.

DISCLAIMER

- All shortlisted candidates will undergo a managerial competency assessment and personnel suitability checks, including criminal record and financial background checks.
- Shortlisted candidates may be required to provide verification of their qualifications from the Council on Higher Education (CHE).
- The successful candidate will be required to complete a financial interests declaration form within one (1) month of appointment.
- Only shortlisted candidates will be contacted. Candidates who have not been contacted should consider their applications unsuccessful.