

CAREER OPPORTUNITY

The National AIDS Commission has been mandated to develop and coordinate policies, strategies and programmes for combating, containing and ending AIDS in Lesotho by 2030. As an employer of choice, we are committed to foster inclusiveness, respect for our employees and their diversity, to inspire innovation and to encourage work/life balance. NAC seeks to employ, on a five-year, renewable contract basis, a:

HUMAN RESOURCES & ADMINISTRATION MANAGER

Ref: HR /ADVERTS NO: 02/2026

Reporting to the Deputy Chief Executive, The HUMAN RESOURCES AND ADMINISTRATION MANAGER is responsible for the overall management of human resources, procurement and administration.

The HRAM areas of responsibilities include, but are not limited to:

1. HUMAN RESOURCES

- Develop, update and recommend appropriate human resources policies, procedures and strategies to ensure retention of key staff.
- Advise and provide technical guidance/direction in all areas where NAC has legal and social obligations towards staff as prescribed by labour laws.
- Develop and implement medium- and long-term manpower plans and recommend the appropriate interventions in skills development and improvement of staff performance following annual or periodic performance appraisals.

2. PROCUREMENT

- Develop and monitor the implementation of the annual Procurement Plan
- Ensure compliance & Risk Mitigation of all procurement activities;
- Ensure compliance with Public Procurement Act 2023, its amendments and Public Procurement regulations 2025, company policies, and industry standards, while managing supply chain disruptions.
- Develop procurement strategies, analysing spending, and preparing reports on supplier performance.

3. ADMINISTRATION

- Develop, review and automate business management processes to enhance efficiency.
- Develop and review business management policies.
- Manage the security services for the safety of people and NAC movable and immovable property.
- Management and oversight of the maintenance of buildings, operation of fleet services and safekeeping of company assets.

Detailed copy of Job description will be accessible at NAC Offices and NAC Website.

Qualifications

- A degree in human resources management / industrial psychology / business administration with Human Resources Management. A master's degree will be an added advantage.
 - PLUS a minimum of five years of proven work experience in human resources management position.
 - Demonstrated knowledge of procurement processes.
 - Demonstrated knowledge of administrative processes.

1. COMPETENCIES:

- Communication skills
- People management skills
- Proactive and innovative
- Reliable and trustworthy
- Analytical & problem-solving skills
- Organisation and time management skills

Detailed Curriculum Vitae, motivated application letter and certified copies of all certificates **MUST** be sent to The National AIDS Commission at info@nac.org.ls OR hand delivered to NAC Offices, Tona-Kholo Road adjacent World Vision Maseru West on or before the 18 September 2026. For more information, please visit the NAC website: www.nac.org.ls or contact NAC at 22326794.

Only shortlisted candidates will be contacted.