

DEPARTMENT : ADMINISTRATION
JOB TITLE : EXECUTIVE SECRETARY (CONTRACT APPOINTMENT)
GRADE : F
REPORT TO : CHAIRMAN IEC
LOCATION : MASERU

JOB SUMMARY:

Under the general supervision of the Chairman, the Executive Secretary is responsible for production and distribution of documents, mail processing and records management; organisation of official meetings, conferences and official entertainment, organisation of official trips and visits, office security, improvement of secretarial services and dissemination of information in order to provide an effective administrative support.

KEY RESPONSIBILITIES

- Organizational arrangements.
- Production of Documents.
- Maintenance, storage and retrieval of documents.
- Report writing.
- MAIN DUTIES
 - Makes arrangements for the Chairman's meetings and consultations, notifying participants and confirming times and venues.
 - Types correspondences and documents to put written communication into a legible presentation for the Chairman.
 - Obtains, distributes copies and files documents as required by the Chairman.
 - Receives and gives messages to the office of the Chairman.
 - Issues letters of invitation for meetings, conferences and official entertainment and confirms attendance to facilitate participation and hosting logistics for the Chairman.
 - Prepares travel bookings (domestic and international) and arranges visas, accommodation for the Commissioners and Director of Elections to enable successful stay in the host country.

- Consults and maintains diary of events and appointments to enable effective time management.
- Takes and records minutes for the meetings of the Chairman.
- Write and files reports for the office of the Chairman.

Attributes

- Confidentiality
- Integrity
- Adaptability

JOB SPECIFICATION

EDUCATION AND EXPERIENCE

Degree in Office Management or related plus 3 years in relevant field.

OR

Diploma in Secretarial studies from a recognised institution plus 10 years' experience in secretarial duties.

Interested candidates must submit their applications accompanied by up-to-date Curriculum Vitae with three referees, copies of certified qualification certificates and transcripts, send via email to recruitment@iec.org.ls under the subject line;

Executive Secretary

OR

hand delivered to IEC Headquarters (Registry) or Respective districts head offices in a sealed envelope labelled;

The Director of Elections

Maseru West

Corner Maluti and Caledon Road

P.O. Box 12698

Maseru 100

Closing date: 16th July 2026 at 16:30.

Only Short-listed candidates will be contacted.