

**BACKGROUND**

In 2010/11, the then Minister of Finance and Development Planning mandated the then Department of Economic Policy to prepare a comprehensive National Strategic Development Plan (NSDP) which would result in Lesotho achieving economic growth. The department established the NSDP secretariat with the responsibility to ensure efficient and timely development of the Plan. The Plan was developed as an implementation strategy of Lesotho Vision 2020 which was developed and approved in 2000.

The National Strategic Development Plan (NSDP) was completed in 2012/13 and was approved by Cabinet and it covered a five-year period of 2012/13 – 2016/17. Since then, the implementation of the NSDP was done by strengthening the alignment of the plans and budgets of ministries, departments and agencies (MDAs), establishing the institutional framework, including supporting the establishment and operation of Thematic/Sector Working Groups and preparing progress reports on the implementation of the NSDP.

The sustainability of the NSDP required embedding the NSDP in the planning, budgeting and monitoring and evaluation systems in MDAs throughout the public sector. As it has been mentioned, the NSDP will end in 2016/17, as a result, the Cabinet has approved the extension of the current NSDP by one year to provide time for development of the next NSDP. The next NSDP will be developed with funding from the World Bank under the Public Sector Modernization Project (PSMP) and the Government of Lesotho.

It is against the above background that the Government of Lesotho seeks to develop the new NSDP to further implement the aspirations of Basotho as outlined in the Vision 2020 Pillars. To efficiently develop the new NSDP, the Government of Lesotho invites application from suitably qualified Nationals for the following positions:

1. ECONOMIC ADVISOR**Duration: 12 Months**

The local Economic Advisor will provide technical expertise and support for development of next NSDP. She/he is responsible for assisting the international economic advisor in all activities towards the timely development of the next NSDP for 12 months' period from March FY2016/2017 to March FY2017/2018.

General:

- Provide technical expertise for the next NSDP Technical team
- Provide technical expertise and assistance to the international economic advisor
- Provide technical support for development of the Public Sector Investment Programme, Monitoring and Evaluation Framework and the Implementation Plan for the next NSDP.

Specific:

- Research, prepare and present to the stakeholders an analysis of international best practices in the conduct of drafting national development plans.
- Provide technical support to the preparation of the next NSDP implementation plan, PSIP and monitoring and evaluation framework.
- Lead the development and execution of a programme for consultation and feedback by key stakeholder groups in the public sector, private sector, civil society and Development Partners.
- Coordinate the development of national priorities, strategies and actions for the next NSDP.
- Strategic advice on the process and technical work.
- Coordinates quarterly progress reports and present higher structures.
- Facilitates periodic evaluation of progress of the next NSDP preparation plan to recommend necessary measures to enable the timely delivery of key outputs.
- Lead the establishment of Thematic Working Groups (TWGs) under next NSDP.
- Coordinate the undertaking of a situational analysis for identified priority sectors

Reporting Requirements

The local Economic Advisor will report to the international economic advisor and the NSDP Coordinator.

Qualifications and Skills

- At minimum, a post graduate degree in economics, development economics, public policy, international development, or relevant discipline, with at least 5 years' experience in macro-fiscal planning and management, policy planning, analytical and research work on development economy as an economist.
- Experience in the development, implementation, monitoring and evaluation of national development plans including medium term planning frameworks would be a distinct advantage.
- Working experience with the government of Lesotho in development of sector policies, strategies, and implementation program is desired.
- Previous experience in the public sector would be an added advantage.
- Excellent public speaking, presentation and facilitation skills.
- Experience in donor funded project environment will be an added advantage.

2. NSDP COORDINATOR

Duration: 12 Months

Scope of Work

General

- Strengthening and supplementing capacities of the management of the NSDP secretariat to ensure timely preparation of the next NSDP.
- Ensuring that the consultancy engaged, NSDP secretariat operations, NSDP sector working groups, and financial resources of the project are well managed to ensure desired results.

- Assisting the Director Policy and Strategic Planning (PSP) to discharge his/her reporting duties of periodic progress reporting to MDP management and the PFM coordinator.

Specific

- Thoroughly understand and champion the methodologies and standards, and ensure requirements are effectively communicated to the Development Team.
- Scrutinize project scope of work, and plan accordingly.
- Develop periodic project reports and report status and progress to relevant stakeholders and structures (e.g. MDP Management, PSMP Secretariat, World Bank Task Team, etc).
- Measure and monitor progress periodically to ensure that the project is delivered on time and within budget.
- Monitor project resource utilisation and feedback into PSMP/PFM Secretariat.
- Manage and minimize risks and issues across the project.
- Mentor, guide and provide technical support to the NSDP Secretariat, as required, with a view of strengthening their capacity to discharge their functions.
- Assist the Technical Team in the development of project plans.
- Control and manage the procurement of related materials, equipment and services for the project.
- Collect project updates from work stream leaders and manage third party contributions to the project.
- Research and effect innovative and cost effective methods of executing the project.
- Manage the performance of all staff across all levels.

Key Qualification, Experience and Skills

Master's Degree in Economics or Development Studies, A PhD will be an added advantage. Technical and professional expertise in socio-economic research and a sound background in leadership skills with a minimum of 10 years in related field.

In addition, the candidate should have the following skills and competencies:

- Broad knowledge and understanding of key developmental issues in Lesotho;
- Good analytical and report writing skills;
- Fluent in spoken and written English;
- Good communication and facilitation skills;
- Good interpersonal skills; and
- High computer literacy
- The consultant is therefore expected to lead the processes in the most efficient manner given the limited time assigned for this assignment. The consultant will inspire and

motivate the NSDP secretariat, NSDP working groups and transfer expertise as he/she works as a temporary member of the NSDP secretariat management.

Reporting Arrangements

The coordinator will report to Director and the Principal Secretary – Policy and Strategic Planning in the Ministry of Development Planning.

3. SECRETARY

Duration: 15 Months

Scope of Work

The overall scope of the NSDP II development will cover 15 months from April 2017 to July 2018. It covers the period of drafting until publishing of the Final NSDP document. The secretary to the Project Coordinator will be expected to perform the following functions:

- Types correspondence and documents to put written communication into legible presentation
- Receives and relays messages through a suitable medium to facilitate taking of appropriate action
- Transmits messages through an appropriate medium and dispatches mail to facilitate communication with various organisations and individuals
- Maintains record system and files correspondence for access to information and reference
- Checks office equipment and recommends service or replacements to minimise job disruptions
- Reports to the Office Administrator

Key Qualification, Experience and Skills

Diploma in office administration or secretarial studies with a minimum of five years working experience in donor funded projects

4. ADMINISTRATOR

Duration: 15 Months

The overall scope of the NSDP II development will cover 15 months from April 2017 to July 2018. It covers the period of drafting until publishing of the Final NSDP document. The NSDP Office Administrator will be expected to perform the following functions in liaison with the Public Financial Management Secretariat (PFMRS) to complement its support function to the project:

Administrative tasks and supervisory tasks

- To manage and ensure maintenance of project vehicles, equipment and other property
- To maintain an inventory of project activity reports
- Assist in preparation of terms of reference for sub-contractors and consultants
- To supervise and monitor subordinates staff such as drivers and other support staff
- Provide assistance to the project coordinator in organizing, coordinating, directing and supervising specified activities under the project.

Human Resource management tasks

- To ensure full compliance with human resource policies; staff regulations and the other relevant organizational procedures.
- To administer salaries and staff welfare benefits.
- To take charge of staff personal data/files, organizational records, leave and other movements.
- To monitor, advise and act on disciplinary matters in accordance with the staff regulations and human resource policies.
- Human resource, including maintaining attendance, short listing, leave records and training.
- Assist with maintaining personal files, ensuring that all documents are filed within a timely manner.
- In liaison with the HR advisor to initiate and implement performance management policies and systems for the project.

Procurement and Management Tasks

The administrator will work closely with the PFMR Secretariat to perform the following:

- Manage the travel function of the project office by coordinating and scheduling of travel arrangements.
- Manages the office operations and ensure proper maintenance of office equipment and availability of office supplies.
- Keep up to date and ensure that all equipment are labelled and well maintained.
- Maintain the inventory of non-expandable equipment for office, and prepare necessary inventory form and stock control.
- Ensure that procurement procedures for office equipment and supplies are followed up.
- Procurement, including procurement plan, seeking quotations and follow up procurement issues/tracking deliveries.
- Assist in organizing workshops, round tables and conferences involving specialists from government, NGOs, Mass media and other parts of civil society.
- Liaise with the finance officer (PFM Secretariat) over budget matters.

Communication and record Management

- To maintain effective communication with external statutory and Non statutory bodies/Organizations.
- Be responsible for day-to- day project correspondence, information sharing and filling ensuring that appropriate follow up actions are taken.
- Prepare and update briefs, records and other documents on project implement.
- Provide inputs for publication materials and collect information related to the project.
- Assist in compiling and editing writing materials prepared by the team.
- Be responsible for coordinating access to the project files and the overall security of the files and filling system.

- Provide support to the project coordinator in the preparation of the correspondence and documentation, management of files, general project communications, photocopying and faxing.
- Establish and maintain systematic system for filing, documentation correspondence and information system.
- Ensures that the relevant information and records are readily made available to the project staff.
- Reports to the NSDP Coordinator

Key Qualification, Experience and Skills

Degree in business administration or equivalent with a minimum of five years working experience. Experience in donor funded project environment will be an added advantage.

Key competencies

Good communication and facilitation skills;
Computer literate and familiar with Microsoft package.
Good interpersonal skills.

All interested candidates may submit their applications together with CVs, certified copies of educational certificates as well as two letters of reference on or before **the 18th April 2017 at 15:00hrs**, to the following address:

The Human Resource Support Service Department
Ministry of Finance,
Corner Kingsway and High Court Road,
Third Floor Government Office Complex,
Office #: 3022
P.O. Box 395,
Maseru 100