

**MINISTRY OF FORESTRY, RANGE & SOIL CONSERVATION CIRCULAR
NOTICE N0-4 OF 2020/2021**

EXTERNAL ADVERT



**MINISTRY OF FORESTRY,
RANGE & SOIL
CONSERVATION**

P.O. BOX 774

MASERU 100

13th November 2020

FLR/CIRC/2

**TO: ALL PRINCIPAL SECRETARY
ALL HEADS OF DEPARTMENT
ALL DISTRICT SECRETARIES**

**COPY: GOVERNMENT SECRETARY
PRIVATE SECRETARY TO HIS MAJESTY
PRIVATE SECRETARY TO THE PRIME MINISTER
SECRETARY – PUBLIC SERVICE COMMISSION
OFFICE OF OMBUSMAN
CLERK TO THE NATIONAL ASSEMBLY
CLERK OF THE SENATE
ATTORNEY GENERAL
AUDITOR GENERAL
ACCOUNTANT GENERAL
DIRECTOR - IEC**

1. MINISTRY : FORESTRY, RANGE AND SOIL CONSERVATION
DEPARTMENT : SOIL AND WATER CONSERVATION
TITLE : DIRECTOR OF SOIL AND WATER CONSERVATION
GRADE : J
RESPONSIBLE TO : PRINCIPAL SECRETARY

JOB SUMMARY

Under the general supervision of the Principal Secretary, the Director of Soil and Water Conservation will be responsible for the formulation of Conservation Policy, implementation of Soil and Water Conservation Sectoral Policy, Planning and Organizing of Soil and Water Conservation activities, Budget preparation, Supervision of staff and Coordination of Soil and Water Conservation activities.

MAIN DUTIES

1. FORMULATION OF THE NATIONAL SOIL AND WATER CONSERVATION POLICY

- 1.1 Prepares the National Soil and Water Conservation policy draft of the Department for ultimate consideration by the Principal Secretary and for guidance in the overall implementation of Soil and Water Conservation activities.
- 1.2 Monitors the performance of the National Soil and Water Conservation and recommend its review when necessary so as to ensure smooth and effective implementation of Soil and Water Conservation programmes.

2. FACILITATION OF IMPLEMENTATION OF FORESTRY SECTORAL POLICY

- 2.1 Conducts workshops and meetings for Conservation staff to facilitate the implementation of the Soil and Water Conservation Policy and other conservation related issues.
- 2.2 Prepares simplified manuals on the conservation sectoral policy for its smooth interpretation and implementation.
- 2.3 Identifies areas that need review and suggest improvements to the existing conservation legislation to improve its efficiency and effectiveness.

3. DEPARTMENTAL BUDGET PREPATION

- 3.1 Interprets the budgetary guidelines developed by the office of the Director to the sectional heads and instructs them to prepare their sectional budget in accordance with their annual work plan on annual basis to facilitate timely completion of departmental budget preparation.
- 3.2 Compiles sectional budget into departmental budget for integration and inclusion into the departmental budget.

- 3.3 Monitors the way the departmental budget has been prepared to ensure that it is in line with both the departmental work plan and the set budgetary guidelines.
- 3.4 Verifies and recommends requisitions for expenditure by heads of divisions for onward transmission to and consideration of the Principal Secretary.
- 3.5 Recommends changes and revisions on the approved departmental budget to the Principal Secretary.

4. CONTROL AND MANAGEMENT OF CONSERVATION ACTIVITIES

- 4.1 Develops operational guidelines for proper and efficient utilization of land management resources as well as division operational facilities and equipment in order to ensure that they are used accountably and to their full potential.
- 4.2 Monitors and evaluates conservation programmes of individuals and organizations (outside the civil service) prepared in conformity with conservation strategy in order to avoid deviations from conservation norms and practices.
- 4.3 Proposes the establishment and implementation of realistic legal and administrative procedures to protect land against degradation.
- 4.4 Develops and maintains high professional and technical standards and best practices of soil and water management and utilization.
- 4.5 Holds meetings with conservation staff to establish and verify the training needs of all categories of persons required to be involved privately and officially in conservation programmes in Lesotho so as to facilitate their relevant training.

5. COORDINATION OF SOIL AND WATER CONSERVATION ACTIVITIES

- 5.1 Liaises with District Coordinator to ensure an integrated and common understanding in implementation of conservation programmes and activities in the districts.
- 5.2 Liaises with heads of departments within and outside Ministry of Forestry, Range and Soil Conservation to ensure integration of programmes and activities that can be jointly undertaken and or implemented.
- 5.3 Liaises with NGO's in consultative meetings, seminars and conferences in order to set standards and terminology to harmonize implementation of conservation activities as well as to avoid duplication of efforts.
- 5.4 Participates and represents the Ministry of Forestry, Range and Soil Conservation at regional and international meetings within and outside to ensure the considerate integration of the prevailing geographic conditions of Lesotho to enable the implementation of conservation programmes and activities which conform to both regional and international standards and practices.

6. SUPERVISION OF STAFF

- 6.1 Conducts technical quarterly meetings with heads of divisions and Senior District Conservation Officers in order to review progress.
- 6.2 Conducts individual review meetings quarterly and annual performance appraisal meetings to review progress.
- 6.3 Monitors frequently individual performance of sectional needs to detect problems that may hinder progress so as to provide the necessary support.

COMPENSABLE FACTORS

1. JOB SPECIFICATION

1.1 Education and Training Requirements

Masters in Environmental Studies/Natural Resource Management/Land Management with 3 years working experience.

OR

Bsc Natural science with minimum 5 years working experience in managerial positions with strong institutional memory on sustainable land management practices.

1.2 Other Necessary Knowledge and Skills

- Computer literacy in GIS and statistical analysis
- Good knowledge of Soil and Water Conservation Policy
- Good administrative and leadership skills
- Good interpersonal and communication skills
- Good map reading skills

2. RESPONSIBILITY

2.1 For Work of Others

Provides general supervision to one Chief Conservation Officer

2.2 For Property

The incumbent is responsible for proper utilization and safekeeping of conservation equipment as well as office furniture.

2.3 For Budget and Finance in General

The incumbent is responsible for proper and timely preparation and utilization of the divisional budget.

2.4 For Safety of Others

The job requires the incumbent to draft guidelines on safety measures and to ensure the availability of protective clothing, first aid kits and other safety materials.

2.5 For Effect of Errors

The incumbent is responsible for work related errors such as mismanagement, which may result in theft and misappropriation of property. He or she will also be held responsible for unavailability of safety guidelines and materials, which may lead to physical harm to other operating officers.

3. COMPLEXITY

3.1 Authority for Decision-Making

The incumbent has authority to approve the utilization of resources and recommend appointments, separations and development of conservation staff.

3.2 Problem solving

The incumbent is expected to solve work related problems such as solving disputes among conservation staff and between them and the community they serve.

3.3 Supervision Received

The incumbent is expected to work independently but reports monthly to his or her immediate supervisor.

3.4 Dexterity

This factor is very minimal in this job

4. CONTACTS

The incumbent comes into contacts with the following officers and organizations during the execution of duties:

OFFICES/OFFICERS	REASON	FREQUENCY
Non-governmental organizations	Setting of standards	As required
Heads of other departments	Integrated implementation of conservation activities	As required
Individual Heads of Divisions	Appraisal	Annual
Principal Secretary	Reporting and planning	Monthly
Principal Secretary	Progress review	Quarterly
Principal Secretary	Appraisal	Quarterly
District Coordinator	Ensure mutual support and implementation of programmes	As required
International organizations	Ease the implementation of conservation activities	As required

5. EFFORT

5.1 Mental Effort

The job involves the following:

- Policy formulation
- Conflict resolution
- Budget preparation and control
- Designing of safety guidelines which may result in mental fatigue?

5.2 Physical Effort

The factor is not identified with this job.

5.3 Emotional Effort

The incumbent is expected to be tolerant, patient, and considerate and understanding when disputes among staff between them and the community.

6. WORKING CONDITIONS

6.1 Unfavorable Working Conditions

The job requires the incumbent to occasionally work beyond normal working hours, during weekends and on public holidays. He or she may also be required occasionally climb hills, steep slopes and cross dongas.

6.2 Hazards

The job involves solving disputes among angry staff and between them and the community, which may result in making decisions unfavorable therefore being at risk.

2. DISTRICT COORDINATOR

MINISTRY : FORESTRY, RANGE AND SOIL CONSERVATION

DEPARTMENT : ADMINISTRATION

GRADE : I

RESPONSIBLE TO : DEPUTY PRINCIPAL SECRETARY

NO. OF POSTS : 1

LOCATION : MOKHOTLONG DISTRICT

JOB SUMMARY

Under general supervision of the Deputy Principal Secretary, the incumbent will be responsible for facilitating the implementation of the Ministerial policy, Development and Reviewing of the District Forestry and Land Reclamation strategic plan, Programmes and Projects, Management of District Forestry and Land Reclamation Budgeting, Effective control and Utilization of the Coordination and Managing District Forestry and Land Reclamation programmes and activities, Staff recruitment, Development and discipline, Supervision and Training.

MAIN DUTIES

1. IMPLEMENTATION OF THE DISTRICT FORESTRY AND LAND RECLAMATION POLICY.

In order to steer the systematic execution of district duties, coordinates and cooperates with district sectional heads and stakeholder in developing the district policy, in line with the ministerial policy.

Draws up critical and indicators of successful implementation of the district policy and monitors its performances to identify areas of improvement so as to enhance relevance, efficiency and effectiveness.

Realign the district policy with the changing environmental and development needs on a quarterly basis without significantly affecting the general ministerial policy.

2. DEVELOPMENT OF DISTRICT FORESTRY AND LAND RECLAMATION BUDGETING.

- Design and develops guidelines to provide a strategic framework for the implementation of the district programmes and activities.
- Guides district staff and stakeholders in interpretation of fundamental district intensions (mission, vision, goals and objectives), to facilitate common understanding of the same.
- Facilitates undertaking of an audit on the fundamental district intentions and operational instruments on a periodic basis, in order to determine their effectiveness efficiency and relevance to changing environments.
- Liaises with major district stakeholders to improve and realign strategic intensions and structure set up so that they are relevant and dynamic, in order to ensure the adherence to the district values and strategic agenda.

Managing of district Forestry and Land Reclamation.

- Develops and issues budgeting guidelines and ceiling to the heads of section annually in order to guide and facilitate the preparation of the prepared district budget.
- Checks that the district budget estimates are actively-based, justifiable and within the set of framework of guidelines; and approves the district budget accordingly.
- Presents, justifies and negotiates the district budget as budgetary discussion annually in order to secure all the necessary funds to finance district activities.
- Controls and authorizes district expenditure to ensure that district funds are used accordingly, reasonably and accountably.
- Liaises with Deputy Principal Secretary to acquire necessary funds that have not and could not be budgeted for under the recurrent budged, in order to avoid implementation of district programmes.

- Authorizes and actively participates in the revision of the district budget whenever the need arises, to facilitate the implementation of the critical programmes and activities within the district.

3. EFFECTIVE CONTROL AND UTILIZATION OF DISTRICT FORESTRY AND LAND RECLAMATION

- Develops guidelines for effective efficient use of district resources in order to ensure their rational and optimal utilization. Such should be in line with the relevant public service acts and regulations.
- Draws up a schedule and authorizes utilization of district resources on a periodic basis to prevent their misuse by district ministerial staff.
- Monitors on a monthly basis, the use of district resources, the adherence to utilization guidelines and the performance of the developed guide lines in order to make appropriate and timely revisions where necessary.
- Reviews allocation of district resources in liaison with the sectional heads weekly to facilitate their distribution to new projects that were not anticipated.

4. COORDINATION OF DISTRICT FORESTRY AND LAND RECLAMATION PROGRAMMES AND ACTIVITIES.

- Consolidates district annual plans and reports from sectional heads so as to set an operational direction and rationalize resources allocation.
- Consults stakeholders regularly to ensure common interpretation, understanding synchronic implementation of programmes and effective service delivery.
- Liaises with Heads of Department within the ministry to ensure mutual support between the implementation of their departmental policies and those of his/her district.

5. STAFF RECRUITMENT, DEVELOPMENT AND DISCIPLINE

- Liaises with and monitors the district human resources officer to ensure that vacant positions within the are timely and accordingly filled in/
- Recommends appointment and transfers of district staff to the management of the ministry in order to facilitate effective execution of district programmes and utilization of staff.

- Facilitate and provides guidance in drawing of the district staff training and development plan to ensure that it is in line with the ministerial training and development plan.
- Checks and authorize implementation of district staff training and development plan.
- Intervenes and resolves complex conflicts between and amongst the district staff so as to ensure harmonious and productive working relations.
- Reprimands and recommends disciplinary proceedings against district staff so as to maintain the highest possible level of discipline within the activities.

6. SUPERVISION AND TRAINING

- Hold regular meetings with the sectional heads under his or her supervision to facilitate planning and reporting of the districts activities.
- Convenes quarterly meeting with individual supervisors to review progress and accordingly approves the required and necessary revision, in their operational work plans so as to provide the required resources for their achievements.
- Appraise individual supervisors annually to assess their performance so as to identify their success, failure, training and development needs; and to provide support accordingly.
- Identifies training needs of individual supervisors and establishes the strategies to guide their training and development, so as to promote their capacity, competence, efficiency and effectiveness.
- Monitoring and evaluates post-training and development performance of the supervisees in order to establish the extent and impact of the undertaken training and development programmes, determines the necessary action to maintain good skills, and upgrade the same as necessary.

1.1. Education and training requirements

Msc. Degree in Natural Resource Management (i.e Forestry, Range Sciences and Soil Sciences)

OR

Bsc. Natural Resources Management (i.e. Forestry, Range Sciences and Soil Sciences)

1.1.1. Experience

One year (1) working experience for Master's Degree holders in a managerial position.

OR

Two years (2) working experience for Bsc holders in a managerial position.

Other necessary knowledge and skills

- Computer literacy
- Good managerial and leadership skills
- Good interpersonal and communication skills
- Good conflict management skills
- Negotiation skills
- Persuasive skills
- Knowledge of public service and rules and regulations
- Counseling skill

3. PRINCIPAL RANGE MANAGEMENT OFFICER (Cattle post and wetland area management)

DEPARTMENT : RANGE RESOURCES MANAGEMENT
DIVISION : INVENTORY AND PLANNING
SECTION : CATTLE POST AREA MANAGEMEN
GRADE : H
RESPONSIBLE TO : CHIEF RANGE RESOURCES MANAGEMENT OFFICER (Inventory and Planning)
LOCATION : HEADQUARTERS

JOB SUMMARY

Under the general supervision of the Chief Range Resources Management Officer (Inventory and Planning), the Principal Range Resources Management Officer (Inventory and Monitoring) is directly responsible for implementation of cattle post area management plans and restoration of wetlands, capacity building in cattle post area management, supervision and monitoring of activities, budgeting and purchasing, workshops, meetings and conferences, maintenance and safe keeping and planning and reporting,

MAIN DUTIES

1.0 Wetland Area Conservation and Restoration

- 1.1 Facilitate training of staff on wetland area conservation and restoration
- 1.2 Facilitate demarcation of wetland areas
- 1.3 Develop guidelines for assessment of wetlands

- 1.4 Coordinate assessment of wetland areas status
- 1.5 Develop guidelines for wetland rehabilitation
- 1.6 Develop guidelines for wetland management plans
- 1.7 Ascertain wetland area management plans
- 1.8 Develop wetland area monitoring plans
- 1.9 Ensures adherence to wetland area monitoring plans

2.0 Cattle-post adjudication

- 2.1 Coordinate collection of cattle-post user data
- 2.2 Validate cattle-post adjudication plans
- 2.3 Facilitate presentation of cattle-post adjudication plans
- 2.4 Facilitate in verification of cattle-post adjudication plans
- 2.5 Monitor and evaluate cattle-post adjudication plans

3.0 Communication, staff supervision and monitoring

- 3.1 Conducts monthly meetings with sectional staff to discuss technical and management issues
- 3.2 Mitigates team conflicts and communication problems.
- 3.3 Discusses and takes action on cases of sectional staff misconduct to maintain discipline among staff.
- 3.4 Keeps sectional staff well informant of changes within the organization
- 3.5 Effectively communicates relevant sectional information to superiors
- 3.6 Consistently acknowledges and appreciates each team member's contributions.
- 3.7 Effectively utilizes each team member to his/her fullest potential.
- 3.8 Motivates team to work together in the most efficient manner.
- 3.9 Supervises sectional day to day activities
- 3.10 Evaluates and monitors sectional staff performance.

4.0 Quality control and assurance

- 4.1 Ensure that data collected is accurate, precise and defensible
- 4.2 To assure the development of credible technical reports.
- 4.3 Ensure that quality control and assurance procedures are adhered to during field operations.

4.4 Establish ideal measurement standards to be followed while undertakings sectional operations.

4.5 Develop quality control and assurance procedures and guidelines and ensure they are adhered to during field operations

5.0 Coordination, planning and reporting

5.1 Liaises with the District Range personnel on the places to be visited for implementation of cattle-post area management plans.

5.2 Take primary responsibility for the quality and integrity of the sectional programs and activities

5.3 Compile monthly, quarterly and annual work plans and reports for effective running of the section.

5.4 Periodic review and updating of sectional reporting structure.

6.0 Studies and Researches

6.1 Conducts research for updating rangeland management information.

6.2 Explore new wetland restoration techniques and procedures.

7.0 Capacity building

7.1 Identifies the training needs in areas of wetland protection methods.

7.2 Develop wetland area restoration and cattle-post area management protocols and guidelines

7.3 Undertake orientation of newly recruited members.

7.4 Updates the staff on the new skills and technology used for the sectional activities to meet the standards.

7.5 Consults with different experts at research and university institutions on wetland area restoration and cattle-post area management to upgrade the working standards of the section.

8.0 Purchasing, Budgeting and safekeeping of sectional assets

8.1 Prepare and submit sectional budget.

8.2 Participate in the budget formulation for the department to incorporate sectional needs.

8.3 Facilitates purchasing of sectional equipment and materials for smooth implementation of programmes.

8.4 Ensures safekeeping of sectional assets.

KNOWLEDGE AND SKILLS

Education and Training

- Msc. Degree in Range Science/ Ecological Science/Agriculture/ Environmental Science/ related fields

Experience

- Two (2) years relevant working experience in Range Sector
- Prior exposure to SLM best practices, Rangeland assessment and monitoring, Cattle post adjudication, Wetland areas protection and rehabilitation, Cattle post planning and monitoring and Holistic range management.

OR

BSc. Degree in Range Science/ Ecological Science/Agriculture/ Environmental Science/ related fields.

Experience

- Four (4) years relevant working experience in Range Sector
- Prior exposure to SLM best practices, Rangeland assessment and monitoring, Cattle post adjudication, Wetland areas protection and rehabilitation, Cattle post planning and monitoring and Holistic range management.

Other necessary Knowledge

- Statistic and computer operations
- Knowledge of GIS and Remote Sensing
- Statistics and computer operations

4. PRINCIPAL CONSERVATION OFFICER (WATER HARVESTING)

DEPARTMENT : SOIL CONSERVATION
SECTION : WATER HARVESTING
GRADE : H
RESPONSIBLE TO : CHIEF CONSERVATION OFFICER
No. OF POSITIONS : ONE (1)

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF THE CHIEF CONSERVATION OFFICER, THE INCUMBENT WILL BE RESPONSIBLE FOR PLANNING OF FIELD OPERATIONS ACTIVITIES WITH REGARD TO WATER HARVESTING STRUCTURES; FACILITATION OF WATER HARVESTING AND CONSERVATION PROGRAMME; PREPARATION OF THE SECTIONAL BUDGET; AND SUPERVISION AND TRAINING OF SECTIONAL STAFF.

MAIN DUTIES

1.PLANNING OF WATER HARVESTING AND CONSERVATION ACTIVITIES

1.1 Identifies soil and water conservation operational areas and prioritise accordingly to facilitate the pursuit and accomplishment of material and departmental objectives.

1.2 Liaises with other sectional heads within the Department and the Non-Governmental Organisations (NGO's) to identify their activities that relate to soil and water conservation department with the purpose of harmonising work relations as well as avoiding duplication of efforts.

1.3 Develops guidelines on the basis of ministerial and departmental top priorities to ensure appropriate and comprehensive development of sectional plan.

1.4 Review sectional plans and makes necessary adjustments in order to re-align it with the changing environmental demands and conditions.

2.FACILITATION OF WATER HARVESTING AND CONSERVATION STRUCTURES

2.1 Develops guidelines and sets targets to ensure that water harvesting activities are implemented in a logical and systematic manner for enhanced efficiency and effectiveness.

2.2 Interprets and clarifies the operational designs into operational plan to facilitate proper implementation of water harvesting structures.

2.3 Establishes, with liaison with the local communities, water harvesting and conservation activities and meet social and environmental needs to ensure their local and international acceptance and support.

2.4 Facilitates procurement of the necessary operational resources to ensure the execution of the sectional programmes and projects effectively and efficiently.

2.5 Monitors and supervises construction of the water harvesting structures.

2.6 Develops the general guidelines to guide the conservation staff on the proper and efficient ways of utilising and maintaining the section operational facilities, materials and equipment in order to enhance their productivity, profitability and long life.

2.7 Reviews the implementation of sectional programmes and projects and the provided guidelines in order to facilitate their adjustments and re-alignment to the changing environment and social conditions in case of necessity.

3.COORDINATION OF WATER HARVESTING AND CONSERVATION ACTIVITIES

3.1 Participates in regional and international forums and meetings in order to share and acquire improved and best services in the implementation of water harvesting operational activities so as to improve tactfulness and efficiency of the Water Harvesting Section.

3.2 Liaises with the NGO's on the implementation of their water harvesting operational programmes to ensure adherence to the set standards and best practises.

3.3 Convenes meetings with the sectional staff members in order to harmonize their sectional activities to bring about necessary cooperation and encourage coordinated implementation of programmes as well as effective use of limited resources.

4. PREPARATION OF THE SECTIONAL BUDGET

4.1 Liaises with the Head of Division and the sectional staff to facilitate the prioritisation of the sectional programmes, projects and activities in line with the departmental annual priorities in order to lay the solid and smooth foundation for the sectional budgeting process.

4.2 Prepares the overall sectional to ensure that sectional programmes and projects will be accordingly funded and implemented smoothly.

4.3 Negotiates and justifies the sectional budget at the divisional level budget discussions in order to secure the necessary funds to finance the sectional activities.

4.4 Recommends the revision of the sectional budget to the Head of Division whenever the need arises to realign the changes in the sectional business plan to facilitate implementation of the critical programmes and activities within the section.

5. SUPERVISION AND TRAINING OF SECTIONAL STAFF

5.1 Holds monthly meetings with the sectional under his/her supervision to facilitate the sectional planning and reporting.

5.2 Convenes quarterly meetings with the individual supervises to review progress and accordingly authorises/approves the required and necessary revisions.

5.3 Conducts annual performance appraisal on the individual supervisees to assess their performance as to identify their success, failures and training/development needs in order to provide the necessary support.

5.4 Designs and develops training manuals on soil and water conservation for the sectional staff in order to facilitate, revitalize and develop their technical-know-how on water conservation operational issues and trends.

5.5. Conducts and facilitates the training and development of the sectional staff on water conservation operational issues in order to enhance their technical expertise, competence and effectiveness.

5.6. Monitors the post-training and development performance of the sectional staff in order to establish the extent and impact of the undertaken training and development programmes in order to take the necessary action.

JOB SPECIFICATION

Education and training requirements:

Master of Environmental Sciences/ Physical Geography or Natural Resources Management plus three (3) years' working experience in soil and water conservation work-related.

OR

Bachelor's Degree in Environmental Sciences/ Physical Geography or Natural Resources Management plus four (4) years' working experience in soil and water conservation work-related.

OTHER NECESSARY KNOWLEDGE AND SKILLS

- Good map-reading skills
- Good managerial and leadership skills
- Thorough knowledge of international environmental care and principles.
- Good interpretation and analytical skills
- Good report writing skills.

5. SENIOR DISTRICT CONSERVATION OFFICER

DEPARTMENT : CONSERVATION

GRADE : G

RESPONSIBLE TO : PRINCIPAL CONSERVATION OFFICER

NO. OF POSTS : ONE (1)

JOB SUMMARY

Under general supervision of the Principal Conservation Officer, the Senior Conservation Officer (Operations) is directly responsible for supervision and monitoring the process of District activities by regular visit and providing required resources (both material and manpower), preparing reports/ work-plans and budget for the section also recommending Policy Review where and when necessary to the Principal Conservation Officer.

MAIN DUTIES

On the job training

- Provides on-the job training to newly recruited staff to familiarize them with field activities before they are posted out in the Divisions.
- Occasionally provides training to district Agriculture staff and staff of other instruction on proper land Husbandry practices to equip them with necessary skills in suitable Agriculture production.

Planning

- Compiles district progress reports and work-plans for monitoring and ensuring that district programmes are in line with divisional policy.
- Occasionally prepares project proposals required to solicit funding of soil Conservation activities
- Recommends to *Principal Conservation Officer* Placement of staff to district or areas where shortage exists to ensure equitable service to farming communities.
- In consultation with *Chief Technical Officer* distributes material and manpower resources to various operational areas in the country depending on the requirements of any particular conservation site to ensure timeous completion of conservation programmes.

Supervision

- Backstop districts with supervision of land reclamation activities such like small earth Dams, Grade stabilization structures Biological measures to ensure proper installation and effective use of such measures.
- Supervises monitors and evaluates conservation programmes in the districts to maintain required standards and also to meet set deadlines.

KNOWLEDGE AND SKILLS

Educational training:

- **Master of Science (Msc) in soil Science/ Environmental Science/Geography/ Natural Resource Management.**

OR

- **Bachelor of Science (Bsc) in Soil Science/ Environmental Science or Management/ Geography/ Natural Resource Management.**

EXPERIENCE

- Three (3) years working experience in soil and water conservation field

OTHER NECESSARY KNOWLEDGE

- Supervisory and good communication skills.
- Good map- reading skills
- Good knowledge of digital analysis
- Good knowledge of analytical software packages
- Good managerial and leadership skills
- Good knowledge of Geographic Information Systems
- Thorough knowledge of International environmental care, standards and principals
- Good report writing skills.

6. SENIOR RANGE MANAGEMENT OFFICER

DEPARTMENT : RANGE RESOURCES MANAGEMENT
GRADE : G
SUPERVISOR : PRINCIPAL RANGE MANAGEMENT OFFICER
LOCATION : RANGE DEPARTMENT (HEADQUATERS)
NO. OF POSITIONS : ONE (1)

JOB SUMMARY:

Under the general supervision of the Principal Range Resources Management Officer, the Senior Range Management Officer is responsible for rangeland data collection, budgeting, planning and reporting, facilitating drafting and interpretation of regulations, assisting chiefs in adjudicating the national grazing lands.

Duties

Rangeland data collection

- Facilitate rangeland grazing and browsing potentials.
- Supervise identification of palatable rangeland species and determine forage quality
- Develop rangeland assessment and monitoring procedures
- Conduct rangeland assessment trials
- Develop alien invasive species assessment methods
- Develop rangeland assessment manuals and guidelines
- Supervise collection and analysis of vegetation data
- Participates in the development of departmental budget
- Monitor and evaluate performance of sectional staff
- Formulate, monitor and evaluate policy implementation

Budgeting development

- Prepares and submits budget for allocation of funds for use in undertaking planned activities.
- Recommends purchasing of appropriate and suitable equipment to be used for proper functioning of the section.
- Identifies sectional needs to be incorporated into the budget.
- Develops project proposal to establish funding needs for implementation of the programs.

Planning and Reporting

- Prepares plans for the section for the smooth implementation of section duties.
- Prepares and submits reports top the supervisor for monitoring and performance assessment.

Facilitating drafting, interpretation and implementation of Regulations

- Submits issues regarding Range Management grazing control regulations to Law Office for Legal drafting of Regulations.
- Correct the drafts and submits it for signatories to pass it to Law Office for legislation.
- Interprets the regulations to inform users of recent changes or other unclear sections of the gazette.
- Recommend relevant legislation and amendments to improve on the Range Management and Grazing Control Regulations.
- Assists Chiefs in adjudicating the national grazing lands to ensure legal protection.

Attending meetings and workshops.

- Participates in meetings of the division to give necessary input.
- Attends professional and technical meetings and workshops inside and outside the country for development of the division.

Safe keeping and Maintenance of Equipment.

- Recommends procedures for safe keeping of equipment for the division.
- Locks and keeps the equipment under his supervision for better running of the section.

KNOWLEDGE AND SKILLS

- Master of Science (Msc) in Range/ Pasture Science/ Environmental Science/ Natural Resources Management/ Ecology & Botany

OR

- BSc in Range/ Pasture Science/ Environmental Science/ Natural Resources Management / Ecology & Botany.

Experience:

A minimum of two years' continuous service at the level of Range Management Office

7. FORESTER

DEPARTMENT : FORESTRY

SECTION : FORESTRY

GRADE : E

RESPONSIBLE TO: DISTRICT FORESTRY OFFICER

NO. OF POSTS : TWO (2)

LOCATION : MASERU & HEADQUATERS

JOB SUMMARY

Under the general supervision of the district forestry officer the incumbent will be responsible for facilitation of development and management of nurseries, tree planting, forest management harvesting reserves preparation of sectional budget and coordination of sectional activities

MAIN DUTIES

1. Facilitation of development and management of nurseries

- 1.1 Promotes the establishment of private nurseries in order to empower stakeholders in increasing quality planting stock and for income generation.
 - 1.2 Creates awareness on general nursery production and management techniques in order to sensitize stakeholders on the requirements needed for nursery development and management.
 - 1.3 Identifies and selects potential nursery owners in order to ensure planning and implementation of activities
 - 1.4 Train nursery owner son production and management techniques to ensure nursery sustainability.
2. Tree planting
 - 2.1 Holds campaigns to create awareness on the importance of planting trees
 - 2.2 Train stakeholders on the production and management of trees to increase the survival rate as to provide alternative choice of species to be planted.
 - 2.3 Monitors the operations of woodlot owners on tree planting so as to ensure that those operations enhance the survival rate of trees.
 - 2.4 Advices potential woodlot owners on acquisition of documents to avoid unwarranted litigation processes

3. FOREST MANAGEMENT

- 3.1 Trains woodlot owners on proper management of woodlot to improve yield per unit area
- 3.2 Undertakes regular inspection visits to woodlot sites to ensure that silvi-cultural prescriptions are adhered to
- 3.3 Liases with district Forestry Officers on acquisitions of equipment and tools needed during outbreaks of wild fires to combat the latter
- 3.4 Initiates the designs and production of placards to be displayed on fire-endangered zones to reduce the possible incidence of fire out-breaks
- 3.5 Initiates the selection and training of Forest extension Facilitators and trains them on proper and appropriate procedures in Forestry management to improve a sense of ownership in the community.
- 3.6 Holds awareness campaign on possible fire out-breaks so as to prevent fire damage on woodlots.

4 HARVESTING AND UTILISATION OF FORESTS

- 4.1 Trains woodlot on harvesting techniques using appropriate tools to maximize yield and to improve regeneration.
- 4.2 Selects both indigenous and exotic tree species for seed supply to maintain their availability.
- 4.3 Prepares harvesting schedule in collaboration with the woodlot owners to meet demands on sustainable basis for consumers.
- 4.4 Promotes and encourages establishment of cottage industries in the rural areas to generate income and to create employment.
- 4.5 Promotes beekeeping activities in agro-forestry for income generation and other by products.
- 4.6 Trains and promotes marketing of wood and woodlot products to provide an outlet for the products.
- 4.7 Collects revenue from wood sales and tree seedling sales to deposit into the forest fund special account.

5 MANAGEMENT OF FOREST RESERVES

- 5.1 Provides technical expertise and guidance on silvicultural management practices in forest reserves to maintain sustainable productivity.
- 5.2 Identifies forest reserves ready for privatization and advice the DFO accordingly to empower communities to run the reserves.
- 5.3 Identifies new sites that can be declared as reserves and advice the DFO to facilitate appropriate actions.

COMPENSABLE FACTORS

1. JOB SPECIFICATION

1.1 Education and training requirements

- Diploma in Forestry and Resources Management

Or

- Certificate in Agriculture Plus three (3) years working experience for certificate holders in Forestry or related field

1.2 Other necessary knowledge and skills

- Computer literacy
- Leadership skills
- Good interpersonal and communication skills
- Training skills
- Knowledge of Forestry act

8. JOB TITLE : SENIOR TECHNICAL OFFICER

DEPARTMENT : FORESTRY

GRADE : E

**RESPONSIBLE TO : PRINCIPAL FORESTRY OFFICER –
UTILIZATION**

JOB SUMMARY

Under supervision of Principal Forestry officer – Utilization, the Senior Technical Officer is responsible for operate and repair of all wood and timber processing tools and machinery. He/she is also responsible to guide his/her subordinates on the proper use, service and repair of wood and timber processing machinery. He/she will assist on procurement of spares, advice the Principal Forestry Officer on performance of processing machinery.

MAIN DUTIES:

Training

- 1.1 Facilitates appropriate training of machine operators to reduce accidents.
- 1.2 Identifies institutions that will provide relevant training of operators on wood and timber processing machinery to improve quality, efficiency and productivity.
- 1.3 Provide on the job training for newly recruited staff in order to achieve high work performance.

Wood and Timber processing

- 1.1 Ensures that wood and timber processing equipment and machinery is in proper working condition.
- 1.2 Directs seasoning and treatment of sawn timber and poles to maintain sustainable supply of good quality products.

1.3 Compiles and presents information on harvesting equipment, machinery, fuels transport and staff to ensure smooth running of sales yards and treatment plants.

1.4 Prepares work plans and reports for discussion with the Principal Forestry Officer – Utilisation to assess work progress.

COMPESABLE FACTORS

1. Job Specification

Education and Training Requirement

Diploma in Motor Mechanical engineering.

Certificate in Motor Mechanical Engineer with 2years working experience.

Good management and communication skills.

2. Responsibility

For work of other-The job requires its incumbent to closely supervise wood and timber production operators.

For Property (equipment, materials)-The job places on its incumbent the responsibility to ensure that plant and equipment under his/her custody are safe.

For effect of errors-The incumbent is responsible for errors if machinery and equipment are not properly maintained and cause accidents or machines break as a result of improper servicing.

Safety of others-The job places on the incumbent to ensure that protective clothing is provided to all operators.

3. Complexity

Authority for decision making- The job allows the incumbent to independently make technical decisions and report activities to Principal Forestry Officer - Utilisation.

Problem solving- The incumbent may have to resolve subordinates' problems at work place and also technical problems independently.

Supervision received- The incumbent is expected to work independently and report activities to the Principal Forestry Officer on regular basis or during monthly meetings.

Dexterity –The job allows the incumbent to operate machinery during repair and servicing exercises.

4. Contacts

Contacts made- The job requires the incumbent to make contacts with:

- Principal Forestry Officer – Utilisation during monthly reporting sessions or regularly as need may arise.
- Chief Conservation Officer and Section Heads during weekly coordination meetings.

5. Effort:

Mental Effort –The job requires high mental effort during repair work and in supervising subordinates.

Physical Effort- High physical effort is required as incumbent has to carry heavy spare parts during repair and service work.

Emotional Effort –the job involves dealing with different, sometimes difficult characters. This requires the incumbent to be patient, understanding and tolerant.

6. Working conditions

Unfavourable Conditions- The job involves occasionally working in cold weather and too much noise by machines.

Hazard-The job places on the incumbent possibilities of accidents during repair and servicing of vehicles /plant.

9. ASSISTANT PERSONAL SECRETARY

MINISTRY : **FORESTRY**
DEPARTMENT : **D**
RESPONSIBLE TO : **EXECUTIVE SECRETARY**
NO. OF POSTS : **ONE (1)**

JOB SUMMARY

Under general supervision of the appropriate authority, the assistant secretary is responsible for typing production, Office Administration and preparations of meetings.

MAIN DUTIES

1. TYPING PRODUCTION AND DISTRIBUTION OF DOCUMENTS

- Types classified and urgent documents, as assigned to accord urgency and confidentiality.
- Types ordinary reports, letters, savingram, memos and minutes, to put written communication into a legible presentation.
- Photocopies/duplicates classified documents assigned for wide distribution

- Blind reports and distributes as necessary for information.

Files copies of typed correspondence for record.

2. OFFICE ADMINISTRATION

- Checks all office equipment in the typing pool and recommends service and replacement as and when necessary to ensure continuity in the typing pool.
- Prepares and submits on regular basis stationery requisitions to stores to ensure availability of essential requirements
- May receive visitors, interview them as necessary to minimize interruptions in the supervisor's work.

3. PREPARATION OF MEETING

- Arranges meetings as assigned by supervisors to facilitate attendance and availability of essential resource for meetings.
- May take minutes during administrative meetings and distributes them to members for their record
- Perform any other related duties as may be assigned due to the demand of the service.

Job Specification

Diploma in Secretarial studies/ Diploma in office management

Or

Diploma of a serving Senior Copy Typist/ Typist with the following credentials:

Typing Speed of 45 wpm

Three (3) years working experience performing secretarial and office procedures.

10. TITLE	:	PLANT OPERATOR
DEPARTMENT	:	SOIL AND WATER CONSERVATION
DIVISION	:	FIELD OPERATIONS
GRADE	:	C
RESPONSIBLE TO	:	SENIOR PLANT OPERATOR

JOB SUMMARY:

UNDER THE SUPERVISION OF THE SENIOR PLANT OPERATOR, PLANT OPERATOR IS CHARGED WITH THE CHECKING OF MACHINE LUBRICANTS, WATER, CLEANING AND OPERATING OF THE MACHINES DURING IMPLEMENTATION OF CONSERVATION ACTIVITIES.

MAIN DUTIES

1. CHECKING MACHINES AND FILLING LOG

- 1.1. On daily basis checks oil, water, tracks/tyres to ensure that no damage and to keep them in good working conditions.
- 1.2. Lubricates machines on regular basis to avoid damage and keep them in good working conditions.
- 1.3. Fills up the plant log book to ensure proper record of machine operations.

2. CLEANING MACHINES

On the regular basis cleans the machines to avoid corrosion and fast depreciation.

3. OPERATING MACHINES

- 3.1. Operates machines during construction of water harvesting structures required by communities or individual farmers for irrigated agriculture, home consumption and watering livestock.
- 3.2. Operates machines during construction of control measures required to stabilize the land base.

COMPESABLE FACTORS

1. JOB SPECIFICATIONS

1.1. Education and Training Requirements

Valid Plant Operator/ Tractor's License (Code B)

1.2. Experience

2 years' experience in machine operation.

1.3. Other Necessary Knowledge

Knowledge of plant maintenance.

2. RESPONSIBILITY

2.1. For Work of Other

This factor is not identified with this job.

2.2. For Property

The job places on the incumbent the responsibility to ensure safety of machines and equipment under his control when on duty.

2.3. For Effect of Errors

The incumbent is responsible for errors if machine gets damaged because of his negligence.

1.4 For Safety of Others

The job requires the incumbent to ensure that his driving does not put co-workers' lives in danger while on duty.

3. COMPLEXITY

3.1. Authority for Decision Making

This factor is not identified with this job.

3.2. Problem Solving

This factor is not identified with this job.

3.3. Supervision Received

The incumbent requires close supervision from the Senior Plant operator.

3.4. Dexterity

The incumbent requires dexterity when operating machines.

4. CONTACTS

The incumbent comes into contact with the following:

OFFICES/OFFICERS	REASON	FREQUENCY
Senior Plant Operator	Receiving instructions	Daily
Co-Operators	Coordination	Daily
Principal Conservation Officers	More close supervision	Regularly
Engineer	Close supervision	Regularly

5. EFFORT

5.1. Mental Effort

The incumbent is expected to implement complex engineering designs.

5.2. Physical Effort

Incumbent is required to lift heavy machines during maintenance or cleaning. Power is required to operate heavy machines.

5.3. Emotional Effort

Quarrels with supervisors and co-workers may occur if instructions have not been carried out well. Patience and tolerance are required from the incumbent.

6. WORKING CONDITIONS

6.1. Unfavorable Conditions

The incumbent works under:

- cold, hot, dusty conditions
- noisy machines

6.2. Hazards

The job involves:

- Working on steep terrain

- Slippery situations
- Possible injuries from accidents.

11. FOREST RANGER

DEPARTMENT	:	FORESTRY
GRADE	:	B
RESPONSIBLE TO	:	AREA FORESTER
NO OF POSTS	:	THREE (3)
LOCATION	:	LERIBE, MOHALE'S HOEK & MAFETENG

JOB SUMMARY

Under general supervision of the area forester, the Forest Ranger will be responsible for forest management activities, marketing of standing trees, forest protection and general management of a pole treatment plant.

MAIN DUTIES

Forest management:

- Carries-out marking for pitting on the tree planting site to ensure that proper spacing of trees is maintained.
- Supervises pitting on forest sites to prepare for planting
- Supervises planting of trees to ensure high survival rate
- Leads fire break maintenance operations to prevent wild fires from damaging forest reserves
- Directs de-stumping operations to ease manoeuvre during land preparation and planting.
- Supervises brushing/pruning operations to protect trees against fire and to improve wood quality
- Supervises tree thinning to reduce competition and thereby improve tree growth rate.

Forest protection

- Carries-out routine inspection of forest reserves for diseases and pests and reports to management
- Removes / impounds trespassing animals in forest reserves in order to reduce damage by small and large livestock
- Takes legal action on people found illegally felling trees in forest reserves in order to ensure that members of public/community respect forest reserves

Marketing of standing trees

- Carries-out trifling of forest stands to determine the amount of wood
- Notifies the public on wood sale dates
- Informs the public/communities on new wood prices to enable the public to make proper budgets for wood sales and also can compare with other alternatives

General Management of a pole treatment plant.

- Identifies suitable trees stands for pole production
- Measures, marks and grades poles to required specifications
- Conducts and supervises pole preparation for treatment, treatment and dispatch.
- Keeps record on pole production and reports back to Head office.

COMPENSABLE FACTORS

Job specification

Education and training requirements

C.O.S.C

OR

JC with more than five (5) years' experience working in forestry

Applications on relevant Forms, GP 103 for non-serving officers and GP 104 for serving officers accompanied by certified copies of educational certificates and transcripts should be addressed to:

THE PRINCIPAL SECRETARY

MINISTRY OF FORESTRY, RANGE & SOIL CONSERVATION

P.O. BOX 774

MASERU 100

Or hand delivered to Human Resources Office at the Ministry of Forestry, Range and Soil Conservation Headquarters.

Applications should be handed in, not later than Friday 19th December, 2020.

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M. KUMALO. (MR)

PRINCIPAL SECRETARY