

Central Bank of Lesotho

Career Opportunity

Data Processor: Ref: DP PMT (3)



The Data Processor in the Department of Operations is responsible for recording and payment of client instructions and transmitting them to MIACH for clearing.

Areas of responsibility include:

- Compliance with the Bank's policy on Payment instructions.
- Compliance with the rules of payments Association of Lesotho.
- Compliance with SLA's and service expectations.

The Candidate will have to:

- Register payment instructions from Governments into the instructions database.
- Register and return unprocessed payment instructions back to Government.
- Input transaction vouchers and payment instructions into the payment and accounting systems (Lesotho Wire and QCBS).
- Prepare and post vouchers for reconciliation purposes.
- Attending to unpaid transactions from commercial banks.
- Extracting and downloading files received from QCBS into MIACH.
- Performing any other duties as may be assigned by Head, Banking Operations.
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Candidates applying for this role require the following behavioural competencies:

- Working with People
- Following Instructions & Procedures
- Willing to work beyond normal working hours
- Coping with pressures and setbacks
- Planning & Organising
- Delivering Results & Meeting Customer Expectations

All candidates wishing to apply should have the above stated behavioural competences and any of the following minimum qualifications:

- Diploma in any of the following:
Banking, Business Administration, Business management or Accounting or any other Diploma with a major in Accounting
- No Experience is required.

Letters of application, comprehensive Curriculum Vitae, certified copies of original certificates and transcripts, names and contacts (including telephone and e-mail of two (2) referees must be sent on or before: 26th June 2020

The Director of Human Resources
Central Bank of Lesotho
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