



LESOTHO RED CROSS SOCIETY

JOB ADVERTISEMENT

Job Advertisement: Resources Mobilization and Property Management Officer

Report to : Secretary General

Organization: Lesotho Red Cross Society

Location: Headquarters offices

Duration : fixed Term Contract (3 years)

Deadline: 30th April 2025

Job Summery

Lesotho Red cross Society seeks a highly motivated and results-oriented individual for the position of Resources Mobilization and Property Management Officer. The role focuses on mobilizing resources to support the organization's humanitarian initiatives while managing and maintaining LRCS's properties to ensure financial sustainability. The incumbent will play a vital role in ensuring the sustainable operations through strategic fundraising, partnerships, and optimal property management.

Roles and Responsibilities:

RESOURCES MOBILIZATION

- Develop resources mobilization strategies aligned with the organization's goals
- Identify funding opportunities, including grants, sponsorships, and partnerships, with local and international stakeholders
- Prepare compelling funding proposal, concept notes, and budgets to secure financial and material resources sustainability,
- Build and maintain relationships with multinational donor's government agencies, private sectors, and other partners
- Organize fundraising events and campaigns to increase community and stakeholder support
- Monitor and evaluate resources mobilization activities to assess their effectiveness and report on outcomes

PROPERTY MANAGEMENT

- Oversee the maintenance repair, and security of LRCS properties, including buildings, vehicles and other assets

- Ensure compliance with property management policies, legal requirement, and safety standards
- Maintain accurate records of property inventory including leases maintenance schedules and assets valuations
- Develop and implement strategies for the efficient utilization and sustainability of the organization's assets
- Prepare and submit reports on property management activities, including expenditure, maintenance and income generation

GENERAL RESPONSIBILITIES

- Collaborate with other departments to support disaster response and recovery efforts
- Provide technical advice to management on resources mobilization and property-related issues.
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- Represent LRCS in relevant forums, meetings, and stakeholder engagement,
- Perform other duties as assigned by the supervisor to support LRCS'S mission and objectives

JOB SPECIFICATION

Qualifications:

- Bachelor degree in Project Management, Business Administration, Marketing, or a related field, and postgraduate diploma of one of the aforesaid qualifications is an added advantage.
- At least 3-5 years of work experience in resources mobilization, property management, or similar role, preferably in a humanitarian or Non-profit organization
- Proven experience in fundraising, donor relations, and partnership development
- Knowledge of property management maintenance, leasing, and compliance

SKILLS AND COMPETENCIES

- Strong communication skills (verbal and written) for proposal writing report, and stakeholder engagement
- Exceptional skills in negotiation, networking and building long-term relationships with donors and partners
- Project management skills to coordinate resources mobilization and property activities effectively
- Analytic and problem-solving skills for assessing funding opportunities and resolving property management issues

- Proficient in Microsoft, office suit, (Word, Excel, PowerPoint) and property management software
- Ability to manage multiple tasks, meet deadlines and work under pressure in fast-paced environment

KEY ATTRIBUTES

- Commitment to the principles of the Red Cross
- High level of integrity, professionalism, and confidentiality.
- Team player with a proactive and innovative approach to challenges
- Strong organizational and time management skills
- Willingness to travel frequently within Lesotho and occasionally internationally

Interested candidates should submit their application letter, comprehensive CV, and certified copies of qualifications to: hr@redcross.or.ls. The applications should be addressed to: Human Resources and Administration Officer, Lesotho Red Cross Society Headquarters, Maseru West House No2, Tonakholo Road. Only emailed applications will be accepted.

Only shortlisted candidates will be contacted.