



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_010	Financial Year
Document Date	1/30/2023	Recruitment Plan ID
Requestor No.	0204	Approval Status
Requestor Name	Margaret W Kamoni	

Vacancy Details

Position ID	JD-120	Establishment
Salary Scale	CUE 2	No. of Openings
Seniority Level	Executive	Target Candidate Source
Terms of Service	P&P	Sourcing Method

Recruitment Details

Recruitment Reason		Planned Employment Start Date
Justification		Planned Employment End Date
Planned Start Date	1/31/2023	Applications Closing Date
Planned End Date	24/2/2023	Applications Closing Time

Requirements

Category	Description	Requirement Type
Academic	Bachelors degree in any of the following disciplines: - Finance, Accounting, Human Resource Management, Computer Science/Information Communication Technology or equivalent qualification from a recognized institution	Mandatory
Ethics & Integrity	Fulfilled the requirements of Chapter Six of the Constitution	Mandatory
Professional	Professional qualification and membership to a professional body where applicable;	Mandatory
Skills & Competencies	Strategic and innovative thinking;	Mandatory

Responsibilities



Vacancy Form



2021/2022

CUE:RECRUIT-006

Released



1

1

Open

Recruitment Agency



2/23/2023



**Substitute
Qualification
Exist Req
Requirement**

False

False

False

False





Vacancy Form

Description

Advising Management on policies, strategies and programs relating to Finance, Human Resource & Administration, Information Communication Technology (ICT) and Corporate Communication;

Providing strategic Financial, Human Resource, Administration, ICT and Corporate Communication guidance to the Commission Secretary to ensure that the Commissions objectives are met;

Ensuring the establishment of effective and sound Financial Management and Internal control systems, procedures and strategies to Fulfill the objectives of the Commission and in compliance with statutory regulations

Ensuring there is proper interpretation and implementation of Financial, Human Resource and Administrative Policies and regulations, including circulars on administration from the public service

Ensuring timely preparation and submission of the annual recurrent and development budget estimates to The National Treasury as required by law

Coordinating the preparation and implementation of the annual work plans for Financial, Human Resource, Administration, ICT and Corporate Communication activities in the Commission

Ensuring human resource planning and undertaking organization review to ensure an optimal structure;

Overseeing recruitment, selection and retention of staff to ensure that the Commission is adequately resourced with the right quality and numbers of staff;

Ensuring the overall accountability for planning, directing and executing all human resources strategies, policies and activities;

Enhancing the Commissions corporate image through effective branding, marketing and communications; and

Ensuring the Commission leverages on technology for effective service delivery

Work Conditions



Vacancy Form

Category

Description
