REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_012	**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-123	**Establishment**	
Salary Scale	CUE 6	**No. of Openings**	
Seniority Level	Mid-Level	**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 Secretarial Studies or any other equivalent from arecognized institution;	Mandatory
Ethics & Integrity	Fulfill the requirements of Chapter Six of Constitution.	Mandatory
Professional	Proficiency in computer applications	Mandatory
Skills & Competencies	Organizing skills;	Mandatory

Responsibilities



Vacancy Form

2021/2022

CUE:RECRUIT-006

Released

2

1

Open

2

2/23/2023

Substitute Qualification Exist	Req Requirement
False	
False	
False	
False	

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Description

Recording dictation in shorthand and transcribing it in typewritten form;

Drafting and typing routine letters and memos;

Ensuring the security of office equipment, documents and records;

Word and data processing;

Operating office equipment;

Attending to visitors or clients;

Creating and maintaining effective file systems;

Cross referencing correspondence;

Handling telephone calls, diary and appointments;

Organising for Meetings and preparing the necessary materials for the discussion;

Reporting on any need for office repairs and requesting office stationery equipment's;

Supervising office cleanliness;

Managing office protocol and etiquette;

Operating office petty cash;

Supervising Assistant Office Administrators;

Organizing travel arrangements; and

Maintaining a register of outgoing and incoming files and mail

Work Conditions

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Category

Description