



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





Vacancy Form

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



Vacancy Form

Category

Description
