



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_035	Financial Year
Document Date	9/4/2025	Recruitment Plan ID
Requestor No.	0119	Approval Status
Requestor Name	Caroline M. Mbaabu	

Vacancy Details

Position ID	JD-073	Establishment
Salary Scale	CUE 8	No. of Openings
Seniority Level	Entry-Level	Target Candidate Source
Terms of Service	P&P	Sourcing Method

Recruitment Details

Recruitment Reason	REPLACEMENT	Planned Employment Start Date
Justification	REPLACEMENT	Planned Employment End Date
Planned Start Date	9/9/2025	Applications Closing Date
Planned End Date	29/9/2025	Applications Closing Time

Requirements

Category	Description	Requirement Type
Academic	Diploma in Public Relations Management/Mass communication or its equivalent	Mandatory
Ethics & Integrity	Fulfill the requirements of Chapter 6 of the constitution	Mandatory
Skills & Competencies	Communication skills	Mandatory

Responsibilities



Vacancy Form



2025/2026

CUE:RECRUIT-013

Released



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Open

Direct Hire



9/29/2025

5:00 PM



**Substitute
Qualification
Exist Req
Requirement**

False

False

False





Vacancy Form

Description

Assisting in writing press releases and distributing them to the Commission's stakeholders

i. Assisting in writing press releases and distributing them to the Commission's stakeholders

Assisting in generating content for publishing in the Commission's newsletters;

Assisting in the dissemination of IEC materials within the Commission and maintain schedules for the same;

Maintaining current news briefs and newsletters and availing the same for clients' use;

Providing administrative support to public relations departments by completing tasks such as filing, copying and fielding phone calls;

Participating in organizing Meetings and booking Meetings rooms;

Handling correspondence directed to Deputy Directors;

Participating in brainstorming and planning sessions;

Assisting in organizing and execution of PR events, campaigns etc.;

Assisting in the distribution of the Commission's IEC and branded materials to both internal and external stakeholders.
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x. Assisting in the distribution of the Commission's IEC and branded materials to both internal and external stakeholders.

Work Conditions



Vacancy Form

Category

Description
