



# Vacancy Form

## General Details

<b>Vacancy No:</b>	CUE:VACANCY_051	<b>Financial Year</b>
<b>Document Date</b>	5/13/2026	<b>Recruitment Plan ID</b>
<b>Requestor No.</b>	0204	<b>Approval Status</b>
<b>Requestor Name</b>	Margaret W Kamoni	

## Vacancy Details

<b>Position ID</b>	JD-041	<b>Establishment</b>
<b>Salary Scale</b>	CUE 8	<b>No. of Openings</b>
<b>Seniority Level</b>	Entry-Level	<b>Target Candidate Source</b>
<b>Terms of Service</b>		<b>Sourcing Method</b>

## Recruitment Details

<b>Recruitment Reason</b>	PD	<b>Planned Employment Start Date</b>
<b>Justification</b>		<b>Planned Employment End Date</b>
<b>Planned Start Date</b>	4/28/2026	<b>Applications Closing Date</b>
<b>Planned End Date</b>	2/6/2026	<b>Applications Closing Time</b>

## Requirements

Category	Description	Requirement Type
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## Responsibilities

### Description

- Updating the staff complement records
- Preparing documents for administration of payroll data, staff benefits and welfare
- Preparing timely statutory returns such as NSSF and NHIF/SHIF
- Processing of leave applications, sick sheets and sick offs
- Processing pension and gratuity for retirees and other exits.

## Work Conditions



# Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



1

1

Open

2



6/2/2026

6/2/2026

5:00 PM



**Substitute  
Qualification  
Exist Req  
Requirement**

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**Category**

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**Description**

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