



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_052	Financial Year
Document Date	5/13/2026	Recruitment Plan ID
Requestor No.	0204	Approval Status
Requestor Name	Margaret W Kamoni	

Vacancy Details

Position ID	JD-082	Establishment
Salary Scale	CUE 10	No. of Openings
Seniority Level	Entry-Level	Target Candidate Source
Terms of Service		Sourcing Method

Recruitment Details

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

Requirements

Category	Description	Requirement Type
----------	-------------	------------------

Responsibilities

Description

- Ensuring general cleanliness of offices and equipment
- Collecting and disposing waste
- Moving or carrying office equipment, furniture and ensuring orderly arrangement
- Arranging Meetings venues
- Circulating files and mails for action by officers within the department
- Requisitioning office general supplies
- Operating basic office equipment
- Keeping inventory of kitchen equipment
- Collecting, dispatching and delivery of mails
- Performing office and messengerial duties
- Ensuring safe custody of the office facilities
- Identifying, reporting and following up on office repairs and maintenance needs



Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



1

2

Open

2



6/2/2026

6/2/2026

5:00 PM



**Substitute
Qualification
Exist Req
Requirement**





Vacancy Form

Work Conditions



Vacancy Form

Category

Description
