



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_060	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-054	Establishment
Salary Scale	CUE 7	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
Academic	Bachelor's Degree in any of the following disciplines: - Education, Business Administration, Law, Social Sciences or any other relevant qualification from a recognized institution;	Mandatory
Ethics & Integrity	Fulfilled the requirements of Chapter Six of the Constitution	Mandatory
Professional	Professional qualification and membership to a professional body where applicable;	Mandatory
Skills & Competencies	Interpersonal and negotiation skills;	Mandatory

Responsibilities



Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



2

2

Open

Direct Hire



6/2/2026

6/2/2026

5:00 PM



**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

Attending to visitors or clients

Maintaining an up to date filing system in the office

Handling telephone calls, diary and appointments

Arranging for Meetings and preparing the necessary materials for the discussion

Reporting on any need for office repairs and requesting office stationery

Supervising office cleanliness

Managing office protocol and etiquette

Organizing travel arrangements

Maintaining a register of outgoing and incoming files and mail

Work Conditions



Vacancy Form

Category

Description
