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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

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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

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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

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Category

Description