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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_063	**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-056	**Establishment**	
Salary Scale	CUE 5	**No. of Openings**	
Seniority Level	Mid-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

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2024/2025

CUE:RECRUIT-016

Released

2

1

Open

Direct Hire

6/2/2026

6/2/2026

5:00 PM

Substitute Qualification Exist Req	Requirement

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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

Word and data processing

Operating office equipment

Attending to visitors or clients

Creating and maintaining effective file systems

Cross referencing correspondence

Handling telephone calls, diary and appointments

Organising for Meetings and preparing the necessary materials for the discussion

Reporting on any need for office repairs and requesting office stationery and equipments

Supervising office cleanliness

Managing office protocol and etiquette

Operating office petty cash

Overall supervision of Office Administrators staff

Rapporteur during Meetings and writing requisite reports

Organizing travel arrangements

Maintaining a register of outgoing and incoming files and mail

Work Conditions

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Category

Description