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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_065	**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-079	**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

Responsibilities

Description
Scanning of documents and operating the Electronic Data Management System (EDMS)
Ensuring proper handling of records, materials facilities and equipment
Ensuring effective management of files and mail
Opening and closing files as directed
Checking correspondence and bring-ups and ensuring appropriate action is taken
Operating franking machines
Ensuring integrity and confidentiality in the provision of records services
Identifying files for disposal
Requisitioning required items
Ensuring security of information, documents, files, records and office equipment in the registry
Sorting, classifying and indexing documents for filing
Ensuring storage, updating and maintenance of personnel records and file index
Ensuring that file movement records are updated and maintained

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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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Work Conditions

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Category

Description