



# Vacancy Form

## General Details

<b>Vacancy No:</b>	CUE:VACANCY_065	<b>Financial Year</b>
<b>Document Date</b>	5/13/2026	<b>Recruitment Plan ID</b>
<b>Requestor No.</b>	0204	<b>Approval Status</b>
<b>Requestor Name</b>	Margaret W Kamoni	

## Vacancy Details

<b>Position ID</b>	JD-079	<b>Establishment</b>
<b>Salary Scale</b>	CUE 7	<b>No. of Openings</b>
<b>Seniority Level</b>	Entry-Level	<b>Target Candidate Source</b>
<b>Terms of Service</b>		<b>Sourcing Method</b>

## Recruitment Details

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

## 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



# Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



1

1

Open

2



6/2/2026

6/2/2026

5:00 PM



**Substitute  
Qualification  
Exist Req  
Requirement**

---





# Vacancy Form

Work Conditions



# Vacancy Form

Category

---

## Description

---