



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_069	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-068	Establishment
Salary Scale	CUE 3	No. of Openings
Seniority Level	Senior-Level	Target Candidate Source
Terms of Service		Sourcing Method

Recruitment Details

Recruitment Reason		Planned Employment Start Date
Justification		Planned Employment End Date
Planned Start Date		Applications Closing Date
Planned End Date	2/6/2026	Applications Closing Time

Requirements

Category	Description	Requirement Type
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Responsibilities

Description

- Assisting in writing press releases and distributing them to the Commission's stakeholders
- Assisting in generating content for publishing in the Commission's newsletters
- Assisting in the dissemination of IEC materials within the Commission and maintain schedules for the same
- Maintaining current news briefs and newsletters and availing the same for clients' use
- Providing administrative support to public relations departments by completing tasks such as filing, copying and fielding phone calls
- Participating in organizing Meetings and booking Meetings rooms
- Handling correspondence directed to Deputy Directors
- Participating in brainstorming and planning sessions
- Assisting in organizing and execution of PR events, campaigns etc
- Assisting in the distribution of the Commission's IEC and branded materials to both internal and external stakeholders

Work Conditions



Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



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Open

Recruitment Agency



6/2/2026

6/2/2026

5:00 PM



**Substitute
Qualification
Exist Req
Requirement**



Category
