REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_007	**Financial Year**	
Document Date	1/30/2023	**Recruitment Plan ID**	
Requestor No.	0204	**Approval Status**	
Requestor Name	Margaret W Kamoni		

Vacancy Details

Position ID	JD-117	**Establishment**	
Salary Scale	CUE 2	**No. of Openings**	
Seniority Level	Executive	**Target Candidate Source**	
Terms of Service		**Sourcing Method**	

Recruitment Details

Recruitment Reason		**Planned Employment Start Date**	
Justification		**Planned Employment End Date**	
Planned Start Date	1/31/2023	**Applications Closing Date**	
Planned End Date	24/2/2023	**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	Fulfill the requirement of Chapter 6 of the Constitution of Kenya	Mandatory
Professional	Leadership course lasting not less than four (4) weeks from a recognized institution;	Mandatory

Responsibilities

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2021/2022

CUE:RECRUIT-006

Released

1

1

Open

2

2/23/2023

Substitute Qualification Exist Req Requirement
False
False
False

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Description

Providing leadership in the development of the Division's programs and assure institutional and academic programs quality in universities;

Ensuring quality and divisional stability through development and implementation of standards and controls, systems and procedures, regular evaluation and performance management system within the division;

Providing guidance on development and implementation of best practice in accreditation of universities and academic programs;

Leveraging on ICT for efficient service delivery in accreditation processes;

Effecting management of resources allocated to the division;

Ensuring compliance with the universities Act, Policies, regulations and procedure governing the division;

Coordinating implementation of the divisional work plans;

Coordinating the development and review of universities regulations, universities standards and guidelines in accreditation matters;

Formulating, implementing and reviewing of policies, standards and guidelines on accreditation;

Providing advisory services to the Commission on the applicable policies, standards, guidelines and processes for accreditation;

Initiating and coordinating projects in accreditation;

Overseeing preparation of accreditation reports;

Recommending approval of programs and institutions for award of LIA, charters, collaboration by the Commission; and

Coordinating dissemination of program validation and accreditation reports to relevant institutions and clients

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Work Conditions

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Category

Description