REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_009	**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-119	**Establishment**	
Salary Scale	CUE 2	**No. of Openings**	
Seniority Level	Executive	**Target Candidate Source**	
Terms of Service	CONT	**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	Master's Degree in any of the following disciplines: - Education, BusinessAdministration, Law, Social Sciences or any other relevant qualification from arecognized institution;	Mandatory
Ethics & Integrity	Fulfilled the requirements of Chapter Six of the Constitution of Kenya;	Mandatory
Experience	At least twelve (12) years relevant experience, five (5) years of which shouldhave been at the level of senior management in a comparable institution;	Mandatory
Professional	Leadership course lasting not less than four (4) weeks form a recognizedinstitution;	Mandatory
Skills & Competencies	Proficiency in computer applications;	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	
False	
False	

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Description

Initiating formulation, implementation and review of policies, standards and guidelines for recognition and quality assurance;

Overseeing the conduct of regular and impromptu audits for quality assurance;

Recognize and equate degrees, diplomas and certificates conferred or awarded by foreign universities and institutions in accordance with the set Standards & Guidelines;

Ensuring institutionalization of Internal Quality Assurance in universities

Processing of self-assessment reports from Universities;

Coordinating the development of criteria and requirements for admission to universities;

Undertaking research on quality audit and recognition in liaison with Research Division;

Overseeing co-ordination, evaluation and recommendation of institutions for Licensing of Student Recruitment Agencies;

Promoting an institutional culture of quality assurance and self-analysis by encouraging universities to develop strong internal quality assurance mechanism; and

Coordinating the preparation and implementation of the division budget, work plans and performance management

Work Conditions

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COMMISSION FOR UNIVERSITY EDUCATION

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Vacancy Form

Category

Description