REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_010	**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-120	**Establishment**	
Salary Scale	CUE 2	**No. of Openings**	
Seniority Level	Executive	**Target Candidate Source**	
Terms of Service	P&P	**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	Bachelors degree in any of the following disciplines: - Finance, Accounting, Human Resource Management, Computer Science/Information Communication Technology or equivalent qualification from a recognized institution	Mandatory
Ethics & Integrity	Fulfilled the requirements of Chapter Six of the Constitution	Mandatory
Professional	Professional qualification and membership to a professional body where applicable;	Mandatory
Skills & Competencies	Strategic and innovative thinking;	Mandatory

Responsibilities



Vacancy Form

2021/2022

CUE:RECRUIT-006

Released

1

1

Open

Recruitment Agency

2/23/2023

Substitute Qualification Exist Req	Requirement
False	
False	
False	
False	

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Description

Advising Management on policies, strategies and programs relating to Finance, Human Resource & Administration, Information Communication Technology (ICT) and Corporate Communication;

Providing strategic Financial, Human Resource, Administration, ICT and Corporate Communication guidance to the Commission Secretary to ensure that the Commissions objectives are met;

Ensuring the establishment of effective and sound Financial Management and Internal control systems, procedures and strategies to Fulfill the objectives of the Commission and in compliance with statutory regulations

Ensuring there is proper interpretation and implementation of Financial, Human Resource and Administrative Policies and regulations, including circulars on administration from the public service

Ensuring timely preparation and submission of the annual recurrent and development budget estimates to The National Treasury as required by law

Coordinating the preparation and implementation of the annual work plans for Financial, Human Resource, Administration, ICT and Corporate Communication activities in the Commission

Ensuring human resource planning and undertaking organization review to ensure an optimal structure;

Overseeing recruitment, selection and retention of staff to ensure that the Commission is adequately resourced with the right quality and numbers of staff;

Ensuring the overall accountability for planning, directing and executing all human resources strategies, policies and activities;

Enhancing the Commissions corporate image through effective branding, marketing and communications; and

Ensuring the Commission leverages on technology for effective service delivery

Work Conditions

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Category

Description