REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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# Vacancy Form

## General Details

| | | | |
|---|---|---|---|
| **Vacancy No:** | CUE:VACANCY_011 | **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-122 | **Establishment** | |
| **Salary Scale** | CUE 3 | **No. of Openings** | |
| **Seniority Level** | Senior-Level | **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 | Master's Degree in Communications Studies; or Journalism or Language &Literary Studies; or Public Relations; or Mass Communication; or Social MediaJournalism; or Science Communication from a recognized institution; | Mandatory |
| Ethics & Integrity | Met the requirement of Chapter Six (6) of the Constitution of Kenya. | Mandatory |
| Experience | A minimum period of ten (10) years relevant work experience, five (5) years ofwhich should be in a supervisory role; | Mandatory |
| Professional | Membership to a relevant professional body such as the Chartered Commissionof Public Relations (CIPR); | Mandatory |
| Skills & Competencies | Communication skills; | Mandatory |

## Responsibilities

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2021/2022

CUE:RECRUIT-006

Released

2

1

Open

Recruitment Agency

2/23/2023

| Substitute Qualification Exist | Req Requirement |
|---|---|
| False | |
| False | |
| False | |
| False | |
| False | |

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**Description**

Facilitating interviews with the media and the general public;

Preparing media supplements, documentaries, press releases/media features;

Posting relevant advertisements;

Developing concepts for design of corporate branding;

Facilitating printing of publicity materials;

Mitigating departmental risk appetite for identified risks;

Overseeing all media activities for the Commission;

Ensuring timely development of the Commission's customer service charter, its implementation and evaluation to ensure products and services delivered to customers conform to set standards and timelines;

Representing the Chief Executive Officer in consultations with diverse set of stakeholders; and

Determining the quality of reports/information before publication and dissemination

## Work Conditions

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Category

Description