REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_031	**Financial Year**	
Document Date	9/4/2025	**Recruitment Plan ID**	
Requestor No.	0119	**Approval Status**	
Requestor Name	Caroline M. Mbaabu		

Vacancy Details

Position ID	JD-013	**Establishment**	
Salary Scale	CUE 3	**No. of Openings**	
Seniority Level	Senior-Level	**Target Candidate Source**	
Terms of Service	CONT	**Sourcing Method**	

Recruitment Details

Recruitment Reason	REPLACEMENT	**Planned Employment Start Date**	
Justification	REPLACEMENT	**Planned Employment End Date**	
Planned Start Date	9/9/2025	**Applications Closing Date**	
Planned End Date	29/9/2025	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type
Academic	Bachelors 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	Fulfilled the requirements of Chapter Six of the Constitution of Kenya.	Mandatory
Experience	A minimum period of ten (10) years relevant work experience, five (5) years of which should be in a supervisory role	Mandatory
Professional	Membership of relevant professional bodies and in good standing	Mandatory
Skills & Competencies	Management course lasting not less than four (4) weeks from a recognized institution	Mandatory

Responsibilities

REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION

Quality: Our Agenda

Vacancy Form

2025/2026

CUE:RECRUIT-013

Released

0

1

Open

Direct Hire

9/29/2025

5:00 PM

Substitute Qualification Exist	Req Requirement
False	
False	
False	
False	
False	

REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

Vacancy Form

Description

Spearheads identification of gaps and formulation and periodic review of regulations, standards and guidelines and other instruments used in programme accreditation;

Overseeing training of peer reviewers;

Coordinating the preparation of validation and accreditation reports;

Providing custody for approved academic programmes;

Assigning academic programmes to relevant officers for evaluation;

Convening programme evaluation and site inspections Meetings; and

Spearheading identification of gaps and formulation and periodic review of regulations, standards and guidelines and other instruments used in programme accreditation.

Coordinating staff development and performance management in the department

Providing advisory services to institutions on the process of institutional accreditation

Liaising with the relevant department for the development of standards, guidelines and processes for institutional accreditation

Making recommendations to the Commission on institutions to be considered for award of LIA and charter

Recommending institutions for final inspection

Coordinating the evaluation of institutions for purposes of advising on their suitability to offer university education

Providing advisory services to the Commission on the accreditation of institutions

Recommending peer reviewers for commissioning

Coordinating staff development and performance management in the department

Coordinating preparation of departmental budget, quarterly/annual work plans and procurement plans

Spearheads identification of gaps and formulation and periodic review of regulations, standards and guidelines and other instruments used in programme accreditation;

Overseeing training of peer reviewers;

Coordinating the preparation of validation and accreditation reports;

Providing custody for approved academic programmes;

Assigning academic programmes to relevant officers for evaluation;

Convening programme evaluation and site inspections Meetings; and

Spearheading identification of gaps and formulation and periodic review of regulations, standards and guidelines and other instruments used in programme accreditation.

Coordinating staff development and performance management in the department

Providing advisory services to institutions on the process of institutional accreditation

Liaising with the relevant department for the development of standards, guidelines and processes for institutional accreditation

Making recommendations to the Commission on institutions to be considered for award of LIA and charter

Recommending institutions for final inspection

Coordinating the evaluation of institutions for purposes of advising on their suitability to offer university education

Providing advisory services to the Commission on the accreditation of institutions

Recommending peer reviewers for commissioning

Coordinating staff development and performance management in the department

Coordinating preparation of departmental budget, quarterly/annual work plans and procurement plans

Work Conditions

REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION

Quality: Our Agenda

Vacancy Form

Category

Description