REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_032	**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-023	**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	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	vii.Fulfilled the requirements of Chapter Six of the Constitution of Kenya	Mandatory
Experience	A minimum of ten (10) years relevant work experience, five (5) years of which should be in a management role	Mandatory
Professional	Membership to 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

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COMMISSION FOR UNIVERSITY EDUCATION

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2025/2026

CUE:RECRUIT-013

Released

0

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Open

Direct Hire

9/29/2025

5:00 PM

Substitute Qualification Exist	Req Requirement
False	
False	
False	
False	
False	

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Description

Developing and implementing policies, standards, guidelines and processes for quality university education

Coordinating the auditing of university academic programmes

Coordinating regular inspections to assure quality university education

Monitoring compliance with set standards in chartered universities

Overseeing regular institutional Audits

Conducting impromptu quality audit/inspections

Developing and implementing training programmes for Quality Assurance Directors of universities on the implementation of Internal Quality Assurance mechanism

Monitoring the implementation of quality audit recommendations

Coordinating the processing of applications for collaborations between foreign universities and local institutions

Spearheading training of quality auditors and stakeholders' workshops

Developing and implementing quarterly/ annual work plans

Developing and implementing departmental budgets and procurement plans

Providing secretarial services to the Quality Assurance Committee of the Commission

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Work Conditions

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Category

Description