



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



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





Vacancy Form

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



Vacancy Form

Category

Description
