REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_033	**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-019	**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 Library and information service or its equivalent from ai.recognized institution	Mandatory
Ethics & Integrity	Fulfil the requirements of Chapter six of the Constitution	Mandatory
Experience	A minimum of ten (10) years relevant work experience, five (5) years of which should be in a management role	Mandatory
Professional	Management course lasting not less than four (4) weeks from a recognized institution	Mandatory
Skills & Competencies	Strategic leadership skills	Mandatory

Responsibilities

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2025/2026

CUE:RECRUIT-013

Released

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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

Overseeing the evaluation of proposals for university libraries

Assessing and recommending evaluated proposals for approval

Overseeing library inspections and preparation of reports

Preparing budgets for the department

Developing and implementing the library strategic plan

Providing advisory services to institutions on the process of library accreditation

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

Managing the Library and Information Resource Centre in the Commission

Supervising technical services in the Commission Resource Centre - classification and cataloguing, indexing and abstracting of acquired information resources

Training and sensitizing of CUE library users on information access

Implementing the library development policy of the Commission

Selecting of relevant information resources

Inspecting of university libraries for accreditation and for quality assurance

Overseeing the evaluation of proposals for university libraries

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Work Conditions

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Category

Description