



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_034	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-011	Establishment
Salary Scale	CUE 5	No. of Openings
Seniority Level	Mid-Level	Target Candidate Source
Terms of Service	P&P	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	Fulfilled the requirements of Chapter Six of the Constitution of Kenya	Mandatory
Experience	A minimum of four (4) years relevant work experience	Mandatory
Professional	Membership to relevant professional bodies and in good standing	Mandatory
Skills & Competencies	Analytical skills	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

Assessing academic programmes for compliance with the Commission's guidelines

Coordinating training of peer reviewers

Overseeing organization site visits

Maintaining peer reviewers' database

Ensuring identification of peer reviewers is done in accordance with established guidelines

Following up with peer reviewers to ensure timely submission of evaluation reports

Maintaining status reports on the evaluation of the academic programmes

Preparing site inspection reports on academic programs for institutions

Examining proposals for courses of study and course regulations submitted by Universities; and Preparation of documents for the facilitation of Panel Meetings, Curriculum Accreditation Sub-Committee Meetings, site inspections and programme accreditation

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Work Conditions



Vacancy Form

Category

Description
