REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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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

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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

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 accreditat

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Work Conditions

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Category

Description