REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_036	**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-057	**Establishment**	
Salary Scale	CUE 8	**No. of Openings**	
Seniority Level	Entry-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	Diploma in Purchasing and Supply, Procurement and Logistics or other related field	Mandatory
Ethics & Integrity	Fulfilling the requirements of Chapter Six of the Constitution	Mandatory
Professional	Member of Kenya Institute of Supplies Management (KISM)/ Chartered Institute of Purchasing and Supply (CIPS) with a licence to operate	Mandatory
Skills & Competencies	Communication skills	Mandatory

Responsibilities

Description
Issuing and receiving stores items and maintaining the relevant records
Undertaking reconciliation of records as necessary
Arranging for disposal of obsolete stores and equipment in line with the relevant Act and regulations
Conducting annual and periodic stock taking
Maintaining inventory levels through stock control in accordance with the laid down regulations and procedures

Work Conditions

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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	

Category

Description