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General Details

Vacancy No:	CUE:VACANCY_040	**Financial Year**	
Document Date	5/13/2026	**Recruitment Plan ID**	
Requestor No.	0204	**Approval Status**	
Requestor Name	Margaret W Kamoni		

Vacancy Details

Position ID	JD-012	**Establishment**	
Salary Scale	CUE 4	**No. of Openings**	
Seniority Level	Senior-Level	**Target Candidate Source**	
Terms of Service		**Sourcing Method**	

Recruitment Details

Recruitment Reason	PD	**Planned Employment Start Date**	
Justification		**Planned Employment End Date**	
Planned Start Date	4/28/2026	**Applications Closing Date**	
Planned End Date	2/6/2026	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type

Responsibilities

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2024/2025

CUE:RECRUIT-016

Released

1

1

Open

Direct Hire

6/2/2026

6/2/2026

5:00 PM

Substitute Qualification Exist	Req Requirement

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Description

Coordinating evaluation of programmes and recommending the same for approval

Coordinating preparation of programme evaluation reports

Providing secretariat services to accreditation committees

Preparing quarterly/annual work plans and procurement plans

Preparing budgets for the department

Preparation of quarterly and annual performance reports

Compiling and preparing peer evaluated programmes for discussion and adoption by the Accreditation Committees

Assessing and recommending evaluated proposals for approval

Coordinating technical/full inspections and preparation of reports;

Preparing quarterly and annual work plans;

Preparing budgets for the department;

Coordinating the preparation of full inspection/accreditation reports;

Coordinating the evaluation of institutional (self-evaluation) reports; and

Providing secretariat services to accreditation committees.

Coordinating evaluation of programmes and recommending the same for approval

Coordinating preparation of programme evaluation reports

Providing secretariat services to accreditation committees

Preparing quarterly/annual work plans and procurement plans

Preparing budgets for the department

Preparation of quarterly and annual performance reports

Compiling and preparing peer evaluated programmes for discussion and adoption by the Accreditation Committees

Assessing and recommending evaluated proposals for approval

Coordinating technical/full inspections and preparation of reports;

Preparing quarterly and annual work plans;

Preparing budgets for the department;

Coordinating the preparation of full inspection/accreditation reports;

Coordinating the evaluation of institutional (self-evaluation) reports; and

Providing secretariat services to accreditation committees.

Work Conditions

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Category

Description