REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_043	**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-010	**Establishment**	
Salary Scale	CUE 6	**No. of Openings**	
Seniority Level	Mid-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	30/6/2026	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type

Responsibilities

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2024/2025

CUE:RECRUIT-016

Released

1

2

Open

Direct Hire

6/30/2026

6/2/2026

5:00 PM

Substitute Qualification Exist Req	Requirement

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Description

Providing administrative and logistical arrangements for Site Inspections and Workshops and meetings

Organizing documentation for departmental and Accreditation Committee Meetings, Project Meetings and Workshops

In-putting data on the status of programmes received, being evaluated and approved

In-putting data on prequalified peer reviewers into the official departmental database

Writing minutes for all departmental and lower-level Commission Committee Meetings

Assessing academic programmes for compliance with the Commission's guidelines

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





Vacancy Form

Category

Description