



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
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Responsibilities



Vacancy Form



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**





Vacancy Form

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
