REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_051	**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-041	**Establishment**	
Salary Scale	CUE 8	**No. of Openings**	
Seniority Level	Entry-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

Description
Updating the staff complement records
Preparing documents for administration of payroll data, staff benefits and welfare
Preparing timely statutory returns such as NSSF and NHIF/SHIF
Processing of leave applications, sick sheets and sick offs
Processing pension and gratuity for retires and other exits.

Work Conditions

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Vacancy Form

2024/2025

CUE:RECRUIT-016

Released

1

1

Open

2

6/2/2026

6/2/2026

5:00 PM

Substitute Qualification Exist Req	Requirement

Category

Description