REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

# Vacancy Form

## General Details

| | | | |
|---|---|---|---|
| **Vacancy No:** | CUE:VACANCY_052 | **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-082 | **Establishment** | |
| **Salary Scale** | CUE 10 | **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 |
|---|
| Ensuring general cleanliness of offices and equipment |
| Collecting and disposing waste |
| Moving or carrying office equipment, furniture and ensuring orderly arrangement |
| Arranging Meetings venues |
| Circulating files and mails for action by officers within the department |
| Requisitioning office general supplies |
| Operating basic office equipment |
| Keeping inventory of kitchen equipment |
| Collecting, dispatching and delivery of mails |
| Performing office and messengerial duties |
| Ensuring safe custody of the office facilities |
| Identifying, reporting and following up on office repairs and maintenance needs |

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2024/2025

CUE:RECRUIT-016

Released

1

2

Open

2

6/2/2026

6/2/2026

5:00 PM

| Substitute Qualification Exist | Req Requirement |
| --- | --- |

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## Work Conditions

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Category

Description