



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_055	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-018	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
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Responsibilities



Vacancy Form



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**





Vacancy Form

Description

Inspecting library services and facilities of universities and preparation of reports

Assessing university libraries self-evaluation reports

Designing instruments for inspection of university libraries

Preparing quarterly and annual work plans

Coordinating the preparation of library inspection reports

Coordinating the evaluation of library resources (self-evaluation) reports

Providing secretariat services to the Quality Assurance Committee

Managing the Library and Information Resource Centre in the Commission

Overseeing provision of library and information services to library users

Supervising technical services in the Commission Resource Centre, such as classification and cataloguing, indexing and abstracting of acquired information resources

Coordinating training and sensitization of CUE library users on information access

Overseeing implementation of policies pertaining to the day to day running of the library

Coordinating the acquisitions and maintenance of library & information resources

Overseeing management and population of CUE digital repository

Coordinating the library management system

Overseeing implementation of the library development policy of the Commission

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Work Conditions



Vacancy Form

Category

Description
