REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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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

Responsibilities

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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

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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

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Category

Description