REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_062	**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-003	**Establishment**	
Salary Scale	CUE 7	**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
Carrying out legal checks
Verifying documents submitted to the Legal Department to enhance validity and accuracy
Drafting legal observations and reports
Verifying adherence to legal procedures and processes by the Commission’s Departments and clients
Carrying out legal checks
Verifying documents submitted to the Legal Department to enhance validity and accuracy
Drafting legal observations and reports
Verifying adherence to legal procedures and processes by the Commission’s Departments and clients

Work Conditions

REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

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