REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
Quality: Our Agenda

# Vacancy Form

## General Details

| | | | |
|---|---|---|---|
| **Vacancy No:** | CUE:VACANCY_066 | **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-077 | **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 |
|---|
| Identifying security needs with regards to the office premises, staff, facilities, assets and operations, and designing measures to address risks/threats |
| Ensuring confidentiality in reports on security issues |
| Investigating all security incidents and liaising with outsourced security firm |
| Maintaining comprehensive security records |
| Preventing unauthorized personnel from gaining access to restricted areas |
| Detecting illicit activities |
| Surveying office premises of any threats |
| Preparing and submitting written reports on security threats |
| Monitoring duty shifts and security reinforcement by liaising with outsourced security firm |
| Arranging for security backups |

## Work Conditions

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# 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 |
| --- | --- |

| Category |
| --- |

Description