



# COMMISSION FOR UNIVERSITY EDUCATION

**REDHILL ROAD, OFF LIMURU ROAD, GIGIRI**  
**P.O. Box 54999-00200 Nairobi,**  
**Tel: 254 (02) 7205000; 0717-445566; 0780-656575**  
**E-mail: [info@cue.or.ke](mailto:info@cue.or.ke) Website: [www.cue.or.ke](http://www.cue.or.ke)**  
**Quality: Our Agenda**

## VACANCIES

The Commission for University Education (CUE) established by the Universities Act Cap 210 Laws of Kenya is a state corporation mandated to assure quality of university education, training and research in Kenya. A beacon of excellence in the Kenyan university education landscape, the Commission is steadfastly upholding its mandate to promote, advance, and assure quality university education.

To achieve these objectives CUE seeks to recruit dynamic, result-oriented, competent and self-driven individuals for the positions listed below:

No.	POSITION TITLE	GRADE	REF.NO.	No. Of Vacant Positions	Terms Of Service
1	Senior Assistant Commission Secretary, Quality Assurance	CUE 3	CUE/02/2024/001	1	5 Year Contract
2	Senior Assistant Commission Secretary, Programme Accreditation	CUE 3	CUE/02/2024/002	1	5 Year Contract
3	Deputy Director, Library Services	CUE 3	CUE/02/2024/003	1	5 Year Contract
4	Senior Accreditation Officer (Programme Accreditation)	CUE 5	CUE/02/2024/004	1	Permanent
5	Senior Accreditation Officer (Institutional Accreditation)	CUE 5	CUE/02/2024/005	1	Permanent
6	Senior ICT Officer	CUE 5	CUE/02/2024/006	1	Permanent
7	Corporate Communications Assistant	CUE 8	CUE/02/2024/007	1	Permanent
8	Accounts Assistant	CUE 8	CUE/02/2024/008	1	Permanent
9	Assistant Supply Chain Management Officer	CUE 8	CUE/02/2024/009	1	Permanent
10	Driver	CUE 9	CUE/02/2024/010	1	Permanent

Details for each of the advertised positions and application procedures are available on the Commission's website [www.cue.or.ke](http://www.cue.or.ke) under careers.

### Application Procedure

- Interested and qualified candidates who meet the above requirements are requested to make their applications ONLINE through the Careers portal available on CUE website.
- Shortlisted candidates will be expected to bring the original certificates for verification during the interview. All applications to reach the Commission on or before **3<sup>rd</sup> February 2025 at 5.00 p.m** East Africa time.

The Successful candidates will be required to provide the following documents before the award of offer in compliance with Chapter 6 of the Constitution of Kenya, 2010:

- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).**
- Clearance from the Ethics and Anti-Corruption Commission (EACC).**
- Tax Compliance Certificate from Kenya Revenue Authority (KRA).**
- Clearance Certificate from the Higher Education Loans Board (HELB).**
- Clearance Certificate from an approved Credit Reference Bureau (CRB).**

For any enquiries, please contact the undersigned.

**The Chief Executive Officer/Commission Secretary,  
Commission for University Education,  
Red Hill Road, Off Limuru Road, Gigiri,  
P.O. Box 54999-00200,  
Nairobi, Kenya**

CUE is an all inclusive Employer. Any form of canvassing will lead to disqualification.

Only shortlisted candidates will be contacted

**Note:** Application will only be via the online link, hard copies shall not be considered.

## REQUEST FOR PROPOSAL

RFP NO	CONSULTANCY SERVICE
RFP NO./001/2024-2025	CONSULTANCY SERVICES FOR INSTITUTIONAL SKILLS GAP AUDIT

The Commission for University Education hereby advertises a Request for Proposal for provision of consultancy services for Institutional Skills Gap Audit. The consultant shall be expected to establish the current institution skills, the required skills, identify the gaps at both individual and institutional levels as well as develop recommendations to address the identified skills gaps. The detailed RFP documents can be downloaded free of charge at the CUE [website: www.cue.or.ke](http://www.cue.or.ke) and the government tender's portal [www.tenders.go.ke](http://www.tenders.go.ke)

TENDER NO.	TENDER DESCRIPTION	TENDER OPENING DATE	TENDER OPENING TIME	ELIGIBILITY
RFP NO./001/2024-2025	Consultancy services for Institutional Skills Gap Audit	6 <sup>th</sup> February 2025	12:00pm	Open to all

Completed Request for Proposal documents should be delivered and deposited in the **Tender Box located at the CUE headquarters** or sent to the address below so as to reach by **6<sup>th</sup> February 2025 at 12:00 Noon** clearly marked **"RFP NO./001/2024-2025: CONSULTANCY SERVICES FOR INSTITUTIONAL SKILLS GAP AUDIT"**

**Commission for University Education  
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NAIROBI, KENYA.  
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Email: [scm@cue.or.ke](mailto:scm@cue.or.ke)**

**Tenders will be opened immediately thereafter in the presence of applicants who choose to attend.**

**COMMISSION SECRETARY/ CHIEF EXECUTIVE OFFICER**