

# CAREER OPPORTUNITY

VACANCY FOR THE POSITION OF ASSISTANT MANAGER INVESTMENT AND RESOURCE MOBILIZATION Our Client, the Affordable Housing Board (AHB), is a body corporate established under the Affordable Housing Act of 2024 as a State Corporation within the State Department for Housing and Urban Development. It is mandated to provide a framework for development and access to affordable and institutional housing.

The Board of Directors is seeking to recruit a qualified, highly experienced, and results-oriented individual with a high degree of professionalism to fill the position of ASSISTANT MANAGER INVESTMENT AND RESOURCE MOBILIZATION, AHB 4

## VACANCY FOR THE POSITION OF ASSISTANT MANAGER INVESTMENT AND RESOURCE MOBILIZATION

### JOB PURPOSE

This cadre is responsible for formulating investment strategies, designing financing models, and fostering partnerships to secure sustainable funding and capital flows for affordable housing projects.

### REPORTING RELATIONSHIP:

This role reports to the Manager, Investment & Resource Mobilization.

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of an Assistant Manager, Investment and Resource Mobilization will entail:

- i. Developing and overseeing the implementation of resource mobilization strategies through government, donor, and private capital sources;
- ii. Leading formulation and review of annual and five-year investment plans;
- iii. Coordinating the structuring of innovative financing models, including PPPs, bonds, and risk-sharing frameworks;
- iv. Overseeing appraisal and structuring of project financing for developers, counties, and implementing agencies;
- v. Supervising principal, senior, and junior officers and ensuring delivery of the division's mandate;
- vi. Advising management on financing options, investor relations, and emerging market trends;
- vii. Building partnerships with domestic and international financiers, development partners, and institutions;
- viii. Ensuring compliance with the Affordable Housing Act, 2024, and the PFM Act in all financing activities;
- ix. Preparing policy briefs, reports, and submissions to management and the Board; and
- x. Supporting the continuous improvement of policies, frameworks, and governance in investment operations.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of twelve (12) years of relevant work experience, three (3) of which must have been at the grade of Principal Investment & Resource Mobilization Officer or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: Banking & Investment, Business Administration (Finance or Investment option), Finance, Economics, Commerce (Finance or Accounting option), Accounting, Statistics / Actuarial Science, Project Planning & Management, or its equivalent from a recognized institution;
- iii. Master's degree in any of the following disciplines: Banking & Investment, Business Administration (Finance or Investment option), Finance, Economics, Commerce (Finance or Accounting option), Accounting, Statistics / Actuarial Science, Project Planning & Management, or its equivalent from a recognized institution;

- iv. Professional qualification and membership to a professional body, where applicable and in good standing;
- v. Valid practicing certificate, where applicable;
- vi. Leadership Course lasting not less than four weeks from a recognized institution;
- vii. Proficiency in computer applications; and
- viii. Fulfilled the Provisions of Chapter Six of the Constitution of Kenya.

### KEY SKILLS AND COMPETENCIES

- i. Interpersonal and communication skills;
- ii. Organizational and planning skills;
- iii. Leadership skills;
- iv. Strategic thinking;
- v. Problem-solving skills;
- vi. Analytical skills;
- vii. Decision-making skills;
- viii. Reporting skills.

### HOW TO APPLY

Interested and eligible candidates may apply and access the detailed job description, specifications, and required experience for the position on the AHB's website at

<https://affordablehousingboard.go.ke/careers> or [www.acalconsulting.co.ke/Careers](http://www.acalconsulting.co.ke/Careers)

Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

Applicants MUST submit their completed application quoting the job reference for the specific position addressed to.

**THE CHAIRMAN,  
AFFORDABLE HOUSING BOARD (AHB),  
P.O BOX 27521- 00100,  
NAIROBI.**

Applications should be received by 17th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via the portal. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

*AHB is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.*

Only shortlisted candidates will be contacted