

# CAREER OPPORTUNITY

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, CORPORATE COMMUNICATIONS, AHB 4

## VACANCY FOR THE POSITION OF ASSISTANT MANAGER, CORPORATE COMMUNICATIONS

### JOB PURPOSE

The Corporate Communications cadre will be responsible for designing and implementing strategic corporate communications and public relations.

### REPORTING RELATIONSHIP:

This role reports to the General Manager, Corporate Services

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of an Assistant Manager, Corporate Communications will entail:

- i. Coordinating the provision of efficient and effective corporate communications services to the AHB;
- ii. Coordinating the development, review, and implementation of corporate communications policies, strategies, procedures, and guidelines for the AHB's effective performance;
- iii. Ensuring effective implementation and compliance with the right to access to information;
- iv. Coordinating the mainstreaming, implementation, and ensuring adherence to regulatory requirements concerning gender and disability mainstreaming, diversity, and other cross cutting obligations;
- v. Spearheading the preparation and publication of the corporate communications reports and activities through electronic, print, and social media;
- vi. Coordinating the design of branding activities;
- vii. Undertaking content creation for the AHB website;
- viii. Coordinating the implementation of the AHB corporate social responsibility.
- ix. Coordinating the preparation and submission of reports on the performance of access to information to the Commission on Administrative Justice;
- x. Facilitating stakeholders' awareness of the right to access information;
- xi. Coordinating capacity building in communications and public relations;
- xii. Providing governance mechanisms for transparency and integrity;
- xiii. Coordinating the development, implementation, and review of the department's service charter;
- xiv. Recommending on mitigating measures for addressing risks in the department;
- xv. Developing and implementing business continuity plans for the department;
- xvi. Implementing Business Process Re-engineering (BPR) in the department.
- xvii. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xviii. Developing and implementing the department's strategic plans, budgets and performance contract; and
- xix. Mentoring and coaching department staff.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of twelve (12) years of work experience Three (3) of which should have been at a Principal Corporate Communication Officer or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: Journalism, Mass Communications, Public Relations, Communication, and Media

or equivalent qualification from a recognized institution;

- iii. Master's degree in any of the following disciplines: Journalism, Mass Communications, Public Relations, Communication, and Media or equivalent qualification from a recognized institution;
- iv. Professional qualification and membership to a professional body, and in good standing where applicable;
- v. Leadership course from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Met the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated professional competence and ability as reflected in work performance and results.

### KEY COMPETENCIES AND SKILLS

- i. Supervisory skills;
- ii. Critical thinking skills;
- iii. Report writing and reporting skills;
- iv. Analytical skills;
- v. Planning and organizing 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