

# 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, MONITORING AND EVALUATION, AHB 4

## VACANCY FOR THE POSITION OF ASSISTANT MANAGER, MONITORING AND EVALUATION

### JOB PURPOSE

This cadre is responsible for ensuring the successful planning, implementation, and monitoring of affordable housing projects by overseeing project development from inception to completion, ensuring compliance with regulatory standards, maintaining quality control, and delivering projects within set timelines and budgets.

### REPORTING RELATIONSHIP:

This role reports to the General Manager, Project Development

### KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Assistant Manager, Monitoring & Evaluation will entail:

- i. Implementing policies, strategies, standards, guidelines, and procedures on planning, monitoring, and evaluation;
- ii. Developing, implementing, and reviewing the Board's strategic plan, service charter, and performance contracts;
- iii. Developing the Board's work plans and aligning them to the budget;
- iv. Coordinating the development of the performance management framework for the Board;
- v. Developing a framework for monitoring and evaluation of the Board's projects and programmes;
- vi. Developing and reviewing monitoring and evaluation tools for the Board;
- vii. Undertaking monitoring and evaluation of projects and programmes in the Board;
- viii. Developing and maintaining an up-to-date master database for key indicators on projects, programmes, and support activities;
- ix. Coordinating feasibility studies on all service delivery projects;
- x. Undertaking service delivery surveys; and
- xi. Coordinating the preparation of the Board's periodic status report;
- xii. Coordinating risk assessment, evaluation, and implementation of risk mitigation strategies in the Board; and
- xiii. Supervising the development and submission of annual, quarterly, and monthly reports.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of twelve (12) years, relevant work experience, three (3) years of which should have been at the grade of Principal Monitoring and Evaluation Officer or in a comparable position;
- ii. Bachelor's degree in any of the disciplines: - Economics, Statistics, Mathematics, Accounting, Commerce, Strategic Management, Project Management, Monitoring & Evaluation, Entrepreneurship, Finance, Business Management, Business Administration, Applied Research, Library Studies, Information Science, Knowledge Management, or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Economics, Statistics, Mathematics, Accounting, Commerce, Strategic Management, Project Management, Monitoring & Evaluation, Entrepreneurship, Finance, Business Management,

Business Administration, Applied Research, Library Studies, Information Science, Knowledge Management or equivalent qualification from a recognized institution;

- iv. Membership in a relevant professional body;
- v. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Met the requirements of Chapter Six (6) of the Constitution; and
- viii. Demonstrated merit and ability as reflected in work performance and results.

### KEY COMPETENCIES AND SKILLS

- i. Leadership skills,
- ii. Planning and Organizing skills.
- iii. Communication skills;
- iv. Report writing and presentation skills
- v. Problem solving skills.
- vi. Financial management skills.
- vii. Stakeholder management skills.
- viii. Change management skills.
- ix. Analytical 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