

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 CORPORATION SECRETARY (CS)/GM LEGAL SERVICES, AHB 2

VACANCY FOR THE POSITION OF CORPORATION SECRETARY / GENERAL MANAGER LEGAL SERVICES

JOB PURPOSE

This level will ensure that the State Corporation complies with legal and regulatory requirements and support the Board in governance matters.

REPORTING RELATIONSHIP

This role reports to the CEO

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Corporations Secretary will entail:

- i. Guiding the members of the Board on their duties, responsibilities and powers, and how these should be exercised in the best interests of the Board;
- ii. Ensuring that the procedures of the Board are followed and reviewed regularly, and that the members of the Board comply with written law;
- iii. Assisting the Chairperson of the Board in organizing the activities of the Board, including providing information, preparing the agenda, issuing notices and preparing for the meetings, conducting evaluations of the Board and development programmes of the Board;
- iv. Providing secretarial services to the Board of Directors, including ensuring that the work plan of the Board papers is shared in advance of the meeting and keeping the record of attendance of the meetings;
- v. Ensuring that the minutes of the meetings of the Board of Directors and committees of the Board of Directors are promptly prepared and circulated;
- vi. Keeping the Board members abreast of and informed on current governance practice;
- vii. Keeping a record of conflicts of interest declared by each member of the Board;
- viii. Coordinating the governance audit process;
- ix. Interpret legal instruments and statutes for the Board;
- x. Authenticate documents issued to the Board as collateral, securities, or support documents for loans and undertake conveyance;
- xi. Ensure full compliance with the relevant Laws, policies, and procedures;
- xii. Prepare legal briefs and opinions and develop an effective defence strategies in preparation for legal proceedings;
- xiii. Advising the Board on corporate structuring, risk oversight, and emerging governance issues to ensure sustainability and compliance;
- xiv. Supporting the Board in aligning its decision with the organizational strategy, national policy priorities, and stakeholder expectations;
- xv. Overseeing compliance with statutory filings, disclosure obligations, and ethical governance standards;
- xvi. Acting as custodian of the corporate governance framework, ensuring that best practices are embedded across the institution;

MINIMUM QUALIFICATIONS AND WORK EXPERIENCE

- i. A Bachelor's degree from a university recognized in Kenya;
- ii. Be a Certified Public Secretary and a member of the Institute of Certified Public Secretaries of Kenya in good standing;

- iii. At least fifteen (15) years of general work experience with ten (10) years' experience in offering the services of a Certified Public Secretary and five (5) years at a senior management role;
- iv. Master's degree in Law (LL.M), Social Sciences, or Business Administration or equivalent qualification from a recognized Institution
- v. Postgraduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- vi. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Met the requirements of Chapter Six of the Constitution of Kenya

KEY SKILLS AND COMPETENCIES

- i. Interpersonal and communication skills;
- ii. Organizing and planning skills;
- iii. Time management skills;
- iv. Administrative capabilities;
- v. Problem-solving skills;
- vi. Analytical skills;
- vii. Dispute resolution skills;
- viii. Negotiation and collaboration skills;
- ix. Decision-making skills;
- x. 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

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