

# 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 CREDIT OFFICER I, AHB 7

## VACANCY FOR THE POSITION OF CREDIT OFFICER I

### JOB PURPOSE

This position is responsible for managing and overseeing the transparent allocation of affordable housing units, enhancing homeownership affordability, and ensuring that credit is extended to eligible beneficiaries, and safeguarding the financial interests of the Board.

### REPORTING RELATIONSHIP

This role reports to the Principal Credit Officer

### KEY RESPONSIBILITIES

The duties and responsibilities of a Credit Officer I will entail:

- i. Conducting thorough reviews of credit applications to assess applicants' creditworthiness.
- ii. Verifying the accuracy and completeness of all submitted documentation.
- iii. Utilizing credit scoring models and other analytical tools to evaluate applicants' financial standing and risk profiles;
- iv. Implementing informed decisions on credit approvals, rejections, or conditions based on evaluation results and credit policies;
- v. Ensuring all credit operations comply with internal policies and external regulations.
- vi. Maintaining accurate and comprehensive records of all credit applications, approvals, and related transactions.
- vii. Coordinating with other departments, such as legal and finance, to ensure all necessary documentation and approvals are in place.
- viii. Communicating with applicants to gather additional information, clarify discrepancies, and provide status updates on their applications;
- ix. Addressing and resolving any issues or complaints raised by applicants promptly and professionally

### REQUIRED QUALIFICATIONS

For appointment to this grade, the applicant must have:

- i. Cumulative service period of three (3) years' relevant work experience at the grade of Officer II or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: Banking, Finance, Economics, Commerce, Business Administration, Real Estate, or equivalent qualification from a recognized institution; and
- iii. Proficiency in computer applications;

### KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Ability to meet deadlines;
- iv. Customer focus;

### 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