

EXCITING CAREER OPPORTUNITY

Our Client, 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. is the Board 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 high degree of professionalism to fill the position of Chief Executive Officer-AHB Grade 1

VACANCY FOR THE POSITION OF CHIEF EXECUTIVE OFFICER (CEO)

JOB PURPOSE

The Chief Executive Officer (CEO) is responsible for management and administration of the Affordable Housing Board and will be accountable to the Board of Directors.

KEY RESPONSIBILITIES

- i. Being the accounting officer of the Board;
- ii. Providing leadership to the staff of the Board;
- iii. Preparing the annual work plan for the Board for approval by the Board of Directors;
- iv. Opening and operating the accounts of the Board with the approval of the Board and the National Treasury;
- v. Preparing estimates of annual revenue and expenditure of the Board and submit to the Board of Directors for approval;
- vi. Implementing policies approved by the Board of Directors for the attainment of the objects of the Fund;
- vii. Advising the Board on matters relating to the administration of the Fund;
- viii. Coordinating the monitoring and evaluation of affordable housing projects and programmes financed from the Fund;
- ix. Keeping books of accounts and other books and records in relations to the Fund of all activities and undertakings financed by Fund;
- x. Being the custodian of the assets, property and equipment of the Fund;
- xi. Establishing proper systems of internal control and management in accordance with provisions of the relevant laws;
- xii. Ensuring that money held in the Fund, including any earnings or accruals is spent only for purpose for which the Fund is established;
- xiii. Preparing, in respect of each financial year and within three months after the end thereof, a statement of accounts relating to the Fund and showing expenditure incurred from the Fund in accordance with Public Audit Act, 2015;
- xiv. Authorizing withdrawals out of the Fund;
- xv. Ensuring that money held in the fund including any earnings or accruals is spent only for purposes for which the Fund is established;
- xvi. Preparing, in respect of each financial year and within three months after the end thereof, a statement of accounts relating to the Fund and showing expenditure incurred from the Fund in accordance with Public Audit Act, 2015;
- xvii. Ensuring that no bank accounts of the Fund are overdrawn;
- xviii. Oversee the execution and communication of the strategies decisions and policies of the Board of Directors;
- xix. Promoting integrity and professionalism in the performance of the Board's functions;
- xx. Spearheading the formulation, implementation and review of Board's policies, procedures, strategies, standards and guidelines;
- xxi. Providing linkage between the Board of Directors and the Board's staff;
- xxii. Undertake any other duties as the Board of Directors may assign in furtherance of the object and purpose of the Board

GRADING STRUCTURE

The Career Guideline establishes one (1) grade for the Chief Executive Officer (CEO), designated and graded as follows: -

S/No.	Designation	AHB Grade
1.	Chief Executive Officer	AHB 1

JOB SPECIFICATION

Duties and responsibilities at this level entail:

- i. Being the accounting officer of the Board;
- ii. Providing leadership to the staff of the Board;
- iii. Preparing the annual work plan for the Board for approval by the Board of Directors;
- iv. Opening and operating the accounts of the Board with the approval of the Board and the National Treasury;
- v. Preparing estimates of annual revenue and expenditure of the Board and submit to the Board for approval;
- vi. Implementing policies approved by the Board for the attainment of the objects of the Fund;
- vii. Advising the Board on matters relating to the administration of the Fund;
- viii. Coordinating the monitoring and evaluation of affordable housing projects and programmes financed from the Fund;
- ix. Keeping books of accounts and other books and records in relations to the Fund of all activities and undertakings financed by Fund;
- x. Being the custodian of the assets, property and equipment of the Fund;
- xi. Establishing proper systems of internal control and management in accordance with provisions of the relevant laws;
- xii. Authorizing withdrawals out of the Fund;
- xiii. Ensuring that money held in the Fund, including any earnings or accruals is spent only for purpose for which the Fund is established;
- xiv. Preparing, in respect of each financial year and within three months after the end thereof, a statement of accounts relating to the Fund and showing expenditure incurred from the Fund in accordance with Public Audit Act, 2015;
- xv. Ensuring that no bank accounts of the Fund are overdrawn;
- xvi. Oversee the execution and communication of the strategies decisions and policies of the Board of Directors;
- xvii. Promoting integrity and professionalism in the performance of the Board's functions;
- xviii. Spearheading the formulation, implementation and review of Board's policies, procedures, strategies, standards and guidelines;
- xix. Providing linkage between the Board of Directors and the Board's staff;
- xx. Undertake any other duties as the Board of Directors may assign in furtherance of the object and purpose of the Board

RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications:

- i. Bachelor's Degree in Built Environment, Business Administration, Finance/Commerce, Law, or other relevant and equivalent qualification from a recognized institution;
- ii. Master's Degree in Built Environment, Business Administration, Finance/Commerce, Law, or other relevant and equivalent qualification from a recognized institution;
- iii. Cumulative service period of fifteen (15) years working experience in with ten (10) years' work experience in a managerial capacity in built environment, finance or law;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Professional qualification and membership to professional body
- vi. Proficiency in computer applications;
- vii. Fulfils the requirements of Chapter Six of the Constitution of Kenya.

PERSON SPECIFICATION

For appointment to this position and grade, a candidate must have;

- i. Cumulative service period of fifteen (15) years working experience in with ten (10) years' work experience in a managerial capacity in built environment, finance or law;
- ii. Bachelor's Degree in Built Environment, Business Administration, Finance/Commerce, Law, or other relevant and equivalent qualification from a recognized institution;
- iii. Master's Degree in Built Environment, Business Administration, Finance/Commerce, Law, or other relevant and equivalent qualification from a recognized institution;
- iv. Professional qualification and membership to professional body where applicable and in good standing;
- v. Leadership course lasting not less than four (4) weeks from a recognized Institution;
- vi. Proficiency in computer applications;
- vii. Fulfill the requirements of Chapter Six (6) of the Constitution.

SKILLS AND COMPETENCIES

- i. Leadership and teambuilding skills;
- ii. Strategic thinking and visionary;
- iii. Communication skills/Interpersonal skills;
- iv. Decision making and problem-solving skills;
- v. Ethical Judgement and Integrity;
- vi. Financial & resource Management skills
- vii. Analytical skills;
- viii. Reporting skills;

TERMS OF SERVICE

The Chief Executive Officer will serve on a contract term of three (3) years renewable once subject to satisfactory performance.

HOW TO APPLY

Interested and eligible candidates may access the detailed job description, specifications and experience required for the position from the AHB's Website <https://affordablehousingboard.go.ke> or www.acalconsulting.co.ke/Careers. Candidates should submit their applications including the cover letter, copy of National ID, copies of academic and professional certificates, testimonials and 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 "Chief Executive Officer- AHB Grade 1" and include the required attachments via E-mail ONLY to (vacancyahb@acal.co.ke) addressed to;

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

The subject of the email shall read "CHIEF EXECUTIVE OFFICER" and applications should be received at the above email address by 10th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via email. 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