

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 GENERAL MANAGER, CORPORATE SERVICES, AHB 2

VACANCY FOR THE POSITION OF GENERAL MANAGER, CORPORATE SERVICES

JOB PURPOSE

The Corporate Services is essential for ensuring that the Affordable Housing Board operates efficiently and effectively and will oversee Information Communication Technology, Human Resource and Corporate Communications.

REPORTING RELATIONSHIP:

This role reports to the CEO.

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a General Manager, Corporate Services will entail:

- i. Overseeing development, implementation, and review of policies, strategies, frameworks, work plans, legislations, guidelines, procedures, regulations, norms, standards, and programmes for the Directorate;
- ii. Developing human resource training and development programmes;
- iii. Developing and implementing a performance management system;
- iv. Ensuring Compliance with Human Resource Management statutory and regulatory requirements;
- v. Managing outsourced administrative services;
- vi. Overseeing institutional financial management systems in compliance with the Public Finance Management (PFM) Act, 2012, and applicable regulations;
- vii. Supervising the disbursement of funds allocated to county governments, ensuring accountability, transparency, and compliance with intergovernmental fiscal frameworks;
- viii. Providing financial advisory support to management and departments to optimize resource allocation and enhance value-for-money;
- ix. Overseeing the provision of ICT services;
- x. Coordinating Corporate Communication services and Customer Care;
- xi. Coordinating branding and visibility of the Corporation;
- xii. Implementing the Board's strategic objectives on Human Resources Management;
- xiii. Advising the Corporation on all Information and Communication Technology matters;
- xiv. Formulating, implementing, and maintaining information technology policies, procedures, and systems;
- xv. Providing Strategic leadership, advice, and direction in the areas of Corporate services;
- xvi. Providing Advisory and support to other Departments/Divisions/Sections on the development and implementation of programmes.
- xvii. Ensuring business continuity plans are developed and operational for the Directorate;
- xviii. Initiating and implementing Business Process Re-engineering (BPR) in the Directorate;
- xix. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xx. Spearheading the development and implementation of the Directorate's strategic plans and performance contract; and
- xxi. Managing, mentoring, coaching, and developing staff in the Directorate.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of fifteen (15) years' work experience, five (5) of which should have been a Manager, Human Resources, and Administration or Finance and Accounts, or in a comparable

position.

- ii. Bachelor's degree in any of the following disciplines: - Economics, Business Administration, HRM, Commerce, or its equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Economics, Business Administration, HRM, Commerce, or its equivalent qualification from a recognized institution;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Member in a relevant professional body in good standing where applicable;
- vi. Professional certification from a relevant body or its equivalent from a recognized institution where applicable;
- vii. Proficiency in computer applications;
- viii. Fulfill the requirements of Chapter Six of the Constitution;
- ix. Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results; and exhibited a thorough understanding of national goals, policies, and objectives, and the ability to relate them to AHB's mandate.

KEY SKILLS AND COMPETENCIES

- i. Strategic leadership and visioning skills
- ii. Negotiation skills
- iii. Stakeholder management skills
- iv. Corporate governance skills
- v. Financial management skills
- vi. Change management skills
- vii. Project management skills
- viii. Analytical and conceptual 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