

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, FUND SERVICES, AHB 2

VACANCY FOR THE POSITION OF GENERAL MANAGER, FUND SERVICES

JOB PURPOSE

This function will ensure compliance by implementing robust financial management practices, including budgeting, accounting, investments, and financial reporting, to ensure transparency and accountability in the Fund's use.

REPORTING RELATIONSHIP:

This role reports to the CEO

KEY DUTIES AND RESPONSIBILITIES

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

- i. Providing oversight in the formulation and execution of financial management strategies to safeguard the Fund's resources and ensure sustainable financing of the Affordable Housing Programme;
- ii. Aligning all departmental financial functions with the Public Finance Management (PFM) Act, Board policies, and national priorities;
- iii. Overseeing transparent, equitable, and efficient home allocation processes, ensuring alignment with national housing objectives and AHB policies;
- iv. Championing client-focused approaches that promote satisfaction, inclusivity, and trust in the Fund's services;
- v. Providing strategic direction in the design and management of tenant purchase schemes, mortgage administration, and repayment frameworks to expand homeownership opportunities;
- vi. Oversee the preparation of budgets, expenditure controls, and financial reports and statements, and statutory returns;
- vii. Ensuring the development of flexible and sustainable financing models that meet the needs of diverse income groups while protecting the Fund's investments;
- viii. Spearheading resource mobilization through innovative financing mechanisms, including PPPs, debt, and equity partnerships with local and international investors;
- ix. Directing the Fund's investment strategies to guarantee adequate capital flows, liquidity management, and long-term sustainability of the housing pipeline;
- x. Strengthening investor confidence through transparent engagement, reporting, and accountability frameworks;
- xi. Establishing and enforcing robust internal control, audit, and compliance systems across all fund services to ensure prudent utilization of resources;
- xii. Overseeing risk assessment and mitigation strategies for financial, operational, and programmatic activities to safeguard the Fund's assets;
- xiii. Ensuring compliance with financial laws, housing regulations, and governance frameworks;
- xiv. Developing partnerships with financial institutions, SACCOs, cooperatives, microfinance institutions, counties, and development partners to expand access to affordable credit and housing opportunities;
- xv. Directing the development and integration of digital platforms for efficiency in home allocation, financial management, and reporting;
- xvi. Overseeing departmental performance monitoring and ensuring the generation of timely reports for the Board and external stakeholders;
- xvii. Ensuring that departmental programs deliver a measurable impact on affordability, inclusivity, and financial sustainability.

REQUIRED QUALIFICATIONS

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of fifteen (15) years' relevant work experience, five (5) of which

should have been at the Manager, Credit/TPS Administration, Housing Financing or a comparable position;

- ii. Bachelor's degree in any of the following fields: Banking, Finance, Economics, Commerce, Business Administration (Finance), Economics, Business Administration, Built Environment, or its equivalent from a recognized institution;
- iii. Master's degree in any of the following fields: Finance, Economics, Business Administration, Finance, Accounting, Business Administration, Commerce, or a related discipline;
- iv. Certified Public Accountant (CPA-K)
- v. Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution
- vi. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vii. Professional membership to relevant professional bodies;
- viii. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- ix. Valid Practicing certificate where applicable;
- x. Proficiency in computer applications; and
- xi. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.

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