

# 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, INTERNAL AUDIT, AHB 2

## VACANCY FOR THE POSITION OF GENERAL MANAGER, INTERNAL AUDIT

### JOB PURPOSE

This function will provide independent, objective assurance and advisory services to the Board and management by leading the development and implementation of risk-based internal audit strategies, evaluating the adequacy and effectiveness of internal controls, governance and risk management frameworks, and ensuring compliance with the Public Finance Management Act, 2012, the Affordable Housing Act, 2024, and applicable laws and standards, to safeguard resources, promote accountability, and enhance organizational performance.

### REPORTING RELATIONSHIP:

This role reports to the CEO/Board of Directors

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the General Manager, Internal Audit will entail:

- i. Oversee the Development, implementation and reviewing of policies, strategies, plans and programs for internal audit;
- ii. Institute sound management systems in the Board/Fund have been set up;
- iii. Facilitate the examining and verifying any form of commitments and payments by the Board/Fund;
- iv. Guide on the reparation and implement risk based Internal Audit Annual work plan;
- v. Consult and Advise on methods and procedures for proper and effective financial controls;
- vi. Undertake Audit risk assessment and development of an audit register;
- vii. Provide secretariat services to the Board Audit and Risk Assurance Committee;
- viii. Oversee the development, implementation, monitoring and review Board Audit Committee Charters;
- ix. Advise the audit committee and management on emerging issues in internal auditing;
- x. Follow up on the Board's resolutions on audit and risk assurance matters;
- xi. Make recommendations on new/emerging risks;
- xii. Follow up on management resolutions of audit queries from external auditors and other agencies;
- xiii. Provide advisory to the Board and management on operations of the corporation;
- xiv. Report audit observations and recommendations to the Board;
- xv. Assess, report and make recommendations for improving the governance process of the Corporation;
- xvi. Assess, report and make recommendations for improving the governance process of the corporation;
- xvii. Examine and make recommendations on budget estimates of the corporation as guided by PFM Act 2012 through the Accounting Officer;
- xviii. Review and evaluate budgetary performance, financial management, transparency and accountability mechanisms;
- xix. Undertake follow-ups on the management actions on internal audit recommendations;
- xx. Evaluate the effectiveness and contribute to the improvement of risk management processes of the Corporation;
- xxi. Support external audit and investigating agencies;

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. A minimum period of fifteen (15) years relevant work experience five (5) of which should have been in a senior management level;
- ii. Bachelor's degree in any of the following fields: Finance, Accounting, Business Administration (Finance and Accounting option), Risk Management or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following fields: Finance, Accounting, Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- iv. Certified Public Accountant (K) or equivalent from a recognized institution;
- v. Member of Institute of Certified Public Accountants of Kenya (ICPAK) or equivalent professional body in good standing where applicable;
- vi. Leadership/Management Course from a recognized institution;
- vii. Proficiency in computer applications; and
- viii. Fulfills the requirements of Chapter Six (6) of the Constitution

### KEY SKILLS AND COMPETENCIES

- i. Audit-engagement skills;
- ii. Strategic leadership and visioning skills;
- iii. Negotiation skills;
- iv. Stakeholder management skills;
- v. Corporate governance skills;
- vi. Financial management skills;
- vii. Change management skills;
- viii. Project management skills;
- ix. 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](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