

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, PROJECT DEVELOPMENT, AHB 2

VACANCY FOR THE POSITION OF GENERAL MANAGER, PROJECT DEVELOPMENT

JOB PURPOSE

The Cadre is responsible for supporting real estate functions by allowing buildings to be divided into sectional units (flats, apartments) for separate ownership and sale. The department will ensure that all real estate activities undertaken by the Board align with this policy, promoting sustainable land use, minimizing environmental impact, and ensuring that land is utilized for the greatest public benefit.

REPORTING RELATIONSHIP:

This role reports to the CEO

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the General Manager, Project Development will entail:

- i. Developing, implementing, and reviewing strategies for the management and optimization of the Affordable Housing projects;
- ii. Overseeing the strategic acquisition, allocation, titling, and administration of land to support current and future housing projects.
- iii. Maintaining and managing a comprehensive land inventory while championing land banking and optimization strategies for long-term program sustainability.
- iv. Overseeing the guide's legal and regulatory compliance related to real estate development;
- v. Overseeing the development of the criteria for identification and guidelines for submission of projects to be considered for funding by the Board;
- vi. Leading and supervising the planning, design, financing, and delivery of housing projects, ensuring they are completed on schedule, within budget, and in accordance with quality and community needs.
- vii. Coordinating receipt, review, and recommending projects that meet the set criteria for funding to the Board;
- viii. Providing oversight for the entire project lifecycle, from conceptualization to handover, embedding best practices in quality assurance, safety, and sustainability;
- ix. Spearheading oversight of the implementation of the approved Affordable Housing projects and associated social and physical infrastructure are funded by the Board.
- x. Providing strategic direction for the management of completed housing projects and estates to ensure optimal performance, tenant satisfaction, and sustainable returns;
- xi. Ensuring properties are well-maintained and comply with safety and sustainability standards to ensure long-term viability;
- xii. Maintaining the Board's asset inventory;
- xiii. Establishing and operationalizing robust monitoring and evaluation frameworks to track project progress, outcomes, and overall impact;
- xiv. Evaluating social, economic, and environmental outcomes to ensure alignment with national development goals and community impact;
- xv. Identify risks associated with real estate development and management;
- xvi. Coordinate valuation of assets related to Affordable Housing by the Board;
- xvii. Managing the Board's real estate portfolio to maximize value and returns;
- xviii. Overseeing property acquisition, development, leasing, and disposal activities;
- xix. Developing and implementing effective rent collection and recovery strategies.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of fifteen (15) years' relevant work experience, five (5) of which should have been at the Assistant Manager,

Project Management or Estate Management or a comparable position;

- ii. Bachelor's Degree in any of the following fields: Real Estate Management, Land Economics, Urban Planning, Civil Engineering, Architecture, Quantity Surveying, Construction Management/Construction Project Management, Finance, Business Administration, or a related field from a recognized institution;
- iii. Master's Degree in any of the following fields: Real Estate Management, Land Economics, Valuation and Property Management, Quantity Surveying, Construction Management/Construction Project Management, Urban & Regional Planning, Civil Engineering, Architecture, Finance, Business Administration with specialization in strategic management, Risk management, corporate Governance, or a related field from a recognized institution;
- iv. Professional qualification and Membership to a professional body where applicable;
- v. A valid practicing license, where applicable;
- vi. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

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