

# 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 ICT OFFICER I, AHB 7

## VACANCY FOR THE POSITION OF ICT OFFICER I

### JOB PURPOSE

This cadre will be responsible for providing ICT technical support and interface to various departments and units for enhanced service delivery.

### REPORTING RELATIONSHIP:

This role reports to the Manager, ICT

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of an ICT Officer I will entail:

- i. Administering AHB's servers, networks, and housing/fund management applications;
- ii. Configuring and maintaining intranet, email, and communication platforms;
- iii. Implementing ICT disaster recovery and business continuity measures;
- iv. Preparing specifications for ICT equipment, systems, and housing-related applications;
- v. Supporting integration of AHB systems with government platforms (e.g., e-Citizen, IFMIS, Boma Yangu);
- vi. Conducting security audits and implementing corrective measures;
- vii. Training staff on specialized applications, including tenant purchase, estate, and credit management systems;
- viii. Preparing ICT performance reports and contributing to customer satisfaction surveys;
- ix. Providing support in web search and provisioning of digital resources for the Board;
- x. Updating the performance of ICT systems;
- xi. Performing regular data backups on-site and off-site for the prevention of data loss;

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of three (3) years' work experience at the grade of an ICT Officer II or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: Information Communication and Technology, Computer Science, Mathematics, and Computing, Business Information Technology, Software Engineering, Computer Engineering, Information Security, and Forensics Applied Computing or equivalent qualification from a recognized institution;
- iii. At least one Information Technology management certification, CompTIA Project+, ITIL, CAPM, CGEIT, CSM, CISSP, COBIT, or other equivalent qualifications;
- iv. At least one information Security certification, CISM, CEH, CompTIA Security+, CISSP, GSEC, or other equivalent qualifications;

- v. Software Development (MCSO, Java, Visual Studio, Python, Oracle, or its equivalent);
- vi. Database Management (Oracle, SQL, DB2, or its equivalent); and
- vii. Shown merit and ability as reflected in work performance and results.

### KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. System administration skills;
- iv. Database management;
- v. Cybersecurity;
- vi. Cloud computing

### 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