

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 LAND ADMINISTRATION OFFICER II, AHB 8

VACANCY FOR THE POSITION OF LAND ADMINISTRATION OFFICER II

JOB PURPOSE

This cadre is responsible for securing, administering, and managing land as a strategic asset ensuring compliance with land laws and safeguarding tenure security for beneficiaries to enable sustainable and transparent delivery of affordable housing projects.

REPORTING RELATIONSHIP:

This role reports to the Manager, Land Administration

KEY DUTIES AND RESPONSIBILITIES

This is the entry and training level for this cadre; an officer at this level will work under the guidance of a senior officer. Duties and responsibilities in this level will entail:

- i. Assisting in identifying, securing, and documenting land parcels suitable for affordable housing projects in collaboration with relevant agencies;
- ii. Supporting the preparation and maintenance of a land inventory, including updating records of ownership, size, location, and use of land earmarked for housing;
- iii. Assisting in undertaking preliminary due diligence on land parcels to establish ownership status, encumbrances, and suitability for development;
- iv. Supporting the processing and documentation of titles for AHB projects to ensure security of tenure for beneficiaries;
- v. Assisting in land regularization, adjudication, and settlement activities in areas targeted for affordable housing development;
- vi. Participating in site inspections, surveys, and data collection exercises for land earmarked for housing and infrastructure;
- vii. Supporting the preparation of valuation requests and the collection of valuation reports for land acquisition, leasing, or compensation purposes;
- viii. Assisting in maintaining the digital land information system, including entry of cadastral, geospatial, and project data;
- ix. Collecting, collating, and analyzing data for reports on land acquisition, titling, and administration for management review; and
- x. Ensuring safe custody of land records, maps, and survey plans.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Bachelor's Degree in any of the following fields: Land Economics, Land Management, Land Administration, Real Estate Management, Land Surveying, Geomatics, or Geospatial Engineering or its equivalent from a recognized institution; and
- ii. Proficiency in computer applications.

KEY SKILLS AND COMPETENCIES

- i. Report writing and presentation skills;
- ii. Communication skills;
- iii. Analytical skills
- iv. Team building skills
- v. Creativity and Innovative skills;
- vi. Planning and Organizing skills;
- vii. Interpersonal 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