

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 **MANAGER, CREDIT MANAGEMENT (TPS)**, AHB 3

VACANCY FOR THE POSITION OF MANAGER, CREDIT MANAGEMENT (TPS)

JOB PURPOSE

This cadre is responsible for managing and overseeing transparent allocation of affordable housing units, enhancing homeownership affordability, ensuring that credit is extended to eligible beneficiaries, and safeguarding the financial interests of the Board.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Fund Services

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Manager, Credit Management will entail:

- i. Ensuring TPS policies and procedures are effectively implemented across all levels;
- ii. Maintaining strong relationships with tenants, addressing their needs, and ensuring high satisfaction;
- iii. Overseeing the financial aspects of the TPS, including budgeting, payment tracking, and financial guidance;
- iv. Preparing and presenting detailed reports and analyses to the Fund's management and Board of Directors;
- v. Identifying and mitigating risks associated with the TPS Administration;
- vi. Coordinating and facilitating the TPS team, ensuring high performance and adherence to policies;
- vii. Coordinating with internal and external stakeholders through engagement and awareness programs in relation to TPS
- viii. Coordinating registration of caveats for tenant purchasers and restrictions on sale of units;
- ix. Ensuring the correct transfer of deposits to the allocated tenant purchase houses;
- x. Guiding on the requests for change of a housing unit as per the regulations.

REQUIRED QUALIFICATIONS

For appointment to this grade, the applicant must have:

- i. Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the Assistant Manager, Credit Management or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: Banking, Finance, Economics, Commerce, Business Administration, Real Estate, or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Finance, Accounting, Business Administration, Commerce, Real Estate, or equivalent qualification from a recognized institution;

- iv. Membership in a relevant professional body, where applicable, and in good standing;
- v. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Valid Practicing Certificate where applicable;
- vii. Proficiency in computer applications; and
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya

KEY SKILLS AND COMPETENCIES

- i. Organizing and planning skills;
- ii. Ability to meet deadlines;
- iii. Administrative capabilities;
- iv. Problem-solving skills;
- v. Analytical skills;
- vi. Negotiation and collaboration skills;
- vii. Decision-making skills;
- viii. Interpersonal and communication 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