

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, ESTATE MANAGEMENT, AHB 3

VACANCY FOR THE POSITION OF MANAGER, ESTATE MANAGEMENT

JOB PURPOSE

This cadre is responsible for overseeing and managing the operations, maintenance, and development of properties and facilities, by ensuring that properties are well-maintained, occupied, and managed efficiently to maximize value and return on investment.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Project Development

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Manager, Estate Management will entail:

- i. Coordinating and supervising maintenance and repair activities, ensuring timely and quality completion of work;
- ii. Overseeing the operations and maintenance of the Board's properties and facilities, ensuring they are in good condition and meet safety and regulatory standards;
- iii. Overseeing property development and improvement projects, including renovations, expansions;
- iv. Promoting and ensuring that affordable housing properties adhere to health, safety, and environmental standards, conducting regular inspections and implementing safety protocols;
- v. Ensuring professional standards and quality controls in building surveying;
- vi. Formulating, implementing, and reviewing estate management policies, housing maintenance and legislation policy;
- vii. Promoting and implementing sustainable practices in housing management, including energy efficiency and green building standards; and
- viii. Overseeing the preparation and updating of the maintenance manual.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the Assistant Manager, Estate Management or in a comparable position.
- ii. Bachelor's Degree in any of the following fields: Real Estate Management, Construction Management, Valuation and Property Management, or a related field from a recognized institution;
- iii. Master's Degree in any of the following fields: Real Estate Management, Construction Management, Valuation and Property Management, Project Management, Business Administration, or a related field 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 of the Constitution of Kenya.

KEY SKILLS AND COMPETENCIES

- i. Leadership skills,
- ii. Negotiation skills,
- iii. Problem-solving skills.
- iv. Financial management skills.
- v. Planning and Organizing skills.
- vi. Communication skills;
- vii. Change management skills.
- viii. Analytical skills.
- ix. 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