

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, HOME ALLOCATION**, AHB 3

VACANCY FOR THE POSITION OF MANAGER, HOME ALLOCATION

JOB PURPOSE

This cadre is responsible for managing and overseeing the transparent allocation of affordable housing units, enhancing homeownership affordability, and 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 this position will entail:

- i. Overseeing the review and analysis of credit applications to assess applicants' creditworthiness;
- ii. Ensuring accurate and comprehensive records of all credit applications, approvals, and related transactions;
- iii. Coordinating with legal, finance, and other relevant departments to ensure seamless processing and compliance with the necessary documentation and approvals;
- iv. Supporting the decision-making process for credit approvals, rejections, or conditional approvals based on evaluations and risk assessments;
- v. Monitoring the performance of the credit portfolio, including approval rates, delinquency rates, and default rates;
- vi. Guiding in identifying potential risks in the credit application process and developing strategies to mitigate these risks;
- vii. Reporting significant risks to senior management and proposing measures to address them;
- viii. Coordinating with internal and external auditors to facilitate credit audits and ensure compliance with all regulations;
- ix. Advising credit operations to comply with internal policies, industry standards, and regulatory requirements;
- x. Coordinating the promotion of the adoption of new technologies and best practices to enhance credit operations.

REQUIRED QUALIFICATIONS

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years' relevant work experience, Three (3) of which should have been 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. Interpersonal and communication skills;
- ii. Organizational and planning skills;
- iii. Leadership skills;
- iv. Strategic thinking;
- v. Problem-solving skills;
- vi. Analytical skills;
- vii. Decision-making skills;
- viii. Reporting 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