

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, HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION, AHB 3**

VACANCY FOR THE POSITION OF MANAGER, HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

JOB PURPOSE

This cadre is responsible for facilitating smooth HR operations by offering administrative and advisory support, ensuring compliance with labor laws and organizational regulations, and contributing to the development of a motivated and high-performing workforce.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Corporate Services

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Manager, Human Resource Management, and Administration will entail:

- i. Overseeing development, implementation, and review of policies, strategies, frameworks, work plans, legislations, guidelines, procedures, regulations, norms, standards, and programmes for the department;
- ii. Overseeing payroll and salary administration;
- iii. Managing industrial relations issues and the welfare of staff;
- iv. Overseeing recruitment, appointment, promotions, discipline, and remuneration processes;
- v. Advising on succession management and the preparation of human resources plans;
- vi. Managing staff separation and processing of terminal benefits;
- vii. Coordinating the establishment, institutionalization, and updating of knowledge management repository for the Board;
- viii. Managing Performance Appraisal System (PAS) for the Board;
- ix. Overseeing staff training and development programmes;
- x. Coordinating the monitoring, evaluation, and audit of the impact of training on performance improvement and service delivery;
- xi. Facilitating the development and maintenance of human resources management information system;
- xii. Ensure Training Needs Assessment (TNA) is conducted;
- xiii. Overseeing the establishment of skills inventory;
- xiv. Coordinating employee satisfaction survey for the Board;
- xv. Ensure implementation of computerized human resource records;
- xvi. Oversee office administrative services;
- xvii. Coordinating customer satisfaction surveys for the services offered in the department;
- xviii. Advising on mitigating measures for addressing risks in the department;
- xix. Ensuring business continuity plans are developed and operational for the department;
- xx. Initiating and implementing Business Process Re-engineering (BPR) in the department;
- xxi. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xxii. Spearheading the development and implementation of the department's strategic plans, budgets, and performance contracts; and
- xxiii. Managing, mentoring, coaching and developing staff in the department.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of fifteen (15) years' work experience, three(3) of which should have been at an Assistant Manager, HRM, or in a comparable position;
- ii. Bachelor's degree in any of the following: - Human Resource Management, Human Resource

Development, or equivalent qualification from a recognized institution;

OR

- iii. Bachelor's degree in any of the following disciplines: - Economics, Sociology, Business Administration, Public Administration, Commerce, plus a Diploma in Human Resource Management/ Development or its equivalent qualification from a recognized institution;
- iv. Master's Degree in any of the following disciplines: Human Resources Management, Public Administration, Business Administration/ Management, Sociology, or its equivalent qualification from a recognized institution;
- v. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Member of the Institute of Human Resource Management in good standing;
- vii. Valid Practicing License from the Institute of Human Resource Management (IHRM) – Kenya
- viii. Certification for Human Resources from Human Resource Professional Examination Board (HRMPEB), Certified Human Resources Professional (CHRP-K), or its equivalent qualification from a recognized institution;
- ix. Proficiency in computer applications;
- x. Fulfill the requirements of Chapter Six of the Constitution; and
- xi. Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

KEY SKILLS AND COMPETENCIES

- i. Planning and organizing skills;
- ii. Ability to meet deadlines;
- iii. Problem solving skills;
- iv. Critical thinking skills;
- v. Reporting skills;
- vi. Leadership and mentorship;

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