

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, ICT, AHB 3**

VACANCY FOR THE POSITION OF MANAGER, ICT

JOB PURPOSE

This cadre will be responsible for providing ICT technical support and interface to various departments and units for enhanced service delivery.

REPORTING RELATIONSHIP:

This role reports to the General Manager, ICT

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Manager, ICT will entail:

- i. Providing overall leadership and direction in ICT strategy development, implementation, and review for the Board.
- ii. Spearheading digital transformation to support housing delivery, tenant purchase, estate management, and fund mobilization platforms.
- iii. Developing and overseeing ICT governance, policies, standards, and procedures.
- iv. Leading institutionalization of ISMS, risk management, and ICT disaster recovery plans.
- v. Overseeing integration of AHB ICT systems;
- vi. Advise the Board and management on ICT governance, innovation, and emerging technologies.
- vii. Fostering partnerships with ICT stakeholders, regulators, and the private sector for digital innovation in housing.
- viii. Promoting a corporate culture of ethical ICT practices, accountability, and customer satisfaction.
- ix. Ensuring monitoring and reporting of ICT performance in line with the Board's strategic goals.
- x. Overseeing development, implementation, and review of ICT-related risk management strategies;
- xi. Facilitating the development and maintenance of integration and automation of AHB ICT systems;
- xii. Offering oversight on the performance of ICT systems management;
- xiii. Spearheading the development and implementation of information security management systems;
- xiv. Overseeing acquisition, installation, and updating of procedures, websites, networks and databases;
- xv. Spearheading compliance with data protection;
- xvi. Ensuring the availability and stability of internet links and liaising with the Internet Service Provider to ensure uninterrupted service;
- xvii. Overseeing the design and implementation of Security Systems to secure AHB's ICT Assets and systems (Firewall, Antivirus, CCTV, Uninterruptible Power Systems);
- xviii. Developing mitigating measures for addressing risks in the department;
- xix. Developing and implementing business continuity plans for the department;
- xx. Implementing Business Process Re-engineering (BPR) 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, ICT, or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: Information Communication and Technology, Computer Science, Mathematics, and Computing, Business Information Technology, Software Engineering, Computer Engineering, Information Security, and Forensics Applied Computing or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Information Communication and Technology, Computer Science, Business Information Technology, Software Engineering, Computer Engineering, Information Security or equivalent qualification from a recognized institution;
- iv. At least one Information Technology management certification CompTIA Project+, ITIL, CAPM,

CGEIT, CSM, CISSP, COBIT or other equivalent qualifications;

- v. At least one information Security certification, CISM, CEH, CompTIA Security+, CISSP, GSEC, or other equivalent qualifications;
- vi. Software Development (MCSD, Java, Visual Studio, Python, Oracle, or its equivalent).
- vii. PRINCE2, PMP, or equivalent Project Management Certification;
- viii. At least two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, or MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT, or other equivalent qualifications from a recognized Institution;
- ix. CISA Membership or an equivalent ICT professional body;
- x. Leadership course lasting not less than four (4) weeks from a recognized institution;
- xi. Met the requirements of Chapter Six of the Constitution;
- xii. Demonstrated Managerial, administrative, and professional competence in work performance and results; and
- xiii. Exhibited a thorough understanding of national goals, policies, and objectives, and the ability to relate them to AHB's mandate.

KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Team player;
- iv. Planning and organizing skills;
- v. Ability to meet deadlines;
- vi. Critical thinking skills;
- vii. Report writing and reporting skills;
- viii. Analytical 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