

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, LAND ADMINISTRATION, AHB 3**

VACANCY FOR THE POSITION OF MANAGER, LAND ADMINISTRATION

JOB PURPOSE

This cadre is responsible for securing, administering, and managing land as a strategic asset ensuring compliance with land laws and safeguarding tenure security for beneficiaries to enable sustainable and transparent delivery of affordable housing projects.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Project Development

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Manager, Land Administration will entail:

- i. Providing oversight in the acquisition, allocation, and administration of land resources to support the Affordable Housing Programme.
- ii. Formulating and implementing land administration strategies, policies, and frameworks in alignment with AHB's mandate and national land laws.
- iii. Spearheading land banking, adjudication, and regularization initiatives to ensure the availability of land for housing development.
- iv. Overseeing and approving due diligence, valuations, and titling processes to safeguard the Board's interests and ensure beneficiary tenure security.
- v. Leading stakeholder coordination with NLC, Ministry of Lands, county governments, communities, and private partners on all land-related approvals and transactions.
- vi. Advising senior management and the Board on land policy, governance, and emerging issues affecting land administration.
- vii. Overseeing the establishment and operationalization of digital land information systems, including geospatial and cadastral data integration.
- viii. Ensuring compliance with statutory and regulatory frameworks, and embedding governance and accountability in land administration practices.
- ix. Managing risks and disputes relating to land acquisition, ownership, and use through effective strategies and ADR frameworks.
- x. Supervising, mentoring, and building the capacity of the land administration team to enhance institutional effectiveness.
- xi. Preparing periodic performance reports, policy briefs, and Board submissions on land matters.
- xii. Representing the Board in inter-agency forums, negotiations, and policy discussions on land administration and housing delivery.

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 an Assistant Manager, Land Administration or in a comparable position.
- ii. Bachelor's Degree in any of the following fields: Land Economics, Land Management, Land Administration, Real Estate Management, Land Surveying, Geomatics, or Geospatial Engineering is its equivalent from a recognized institution;
- iii. Master's Degree in any of the following fields: Land Economics, Land Management, Land Administration, Real Estate Management, Land

- Surveying, Geomatics, or Geospatial Engineering is its equivalent from a recognized institution;
- iv. Membership in a relevant professional body, where applicable, and in good standing;
 - v. Valid practicing license where applicable;
 - vi. Leadership Course lasting not less than four (4) weeks from a recognized institution;
 - vii. Proficiency in computer applications; and
 - viii. Fulfilled the requirements of Chapter Six (6) 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. Stakeholder management skills.
- vii. Change management skills.
- viii. Analytical skills.
- ix. Interpersonal Skills.
- x. Team building skills
- xi. Networking skills.
- xii. Conflict resolution 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