

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, LEGAL OFFICER, AHB 3

VACANCY FOR THE POSITION OF MANAGER, LEGAL OFFICER

JOB PURPOSE

This cadre is responsible for the provision of legal advice, conveyancing, preparation, and review of contracts, Board Management Services, and handling litigation matters.

REPORTING RELATIONSHIP:

This role reports to the Corporation Secretary/ General Manager, Legal Services

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Principal Legal Officer will entail:

- i. Coordinating the interpretation and implementation of the Board's legal policies and ensuring alignment with best practices;
- ii. Administering preliminary legal advice and support to various departments before escalation to top management;
- iii. Representing the Board in Court;
- iv. Coordinating responses to legal inquiries and drafting correspondence on routine legal matters;
- v. Guiding the members of the Board on their duties, responsibilities and powers, and how these should be exercised in the best interests of the Board;
- vi. Ensuring that the procedures of the Board are followed and reviewed regularly, and that the members of the Board comply with written law;
- vii. Assisting the Chairperson of the Board in organizing the activities of the Board, including providing information, preparing the agenda, issuing notices and preparing for the meetings, conducting evaluations of the Board, and development programmes of the Board;
- viii. Providing secretarial services to the Board of Directors, including ensuring that the work plan of the Board papers is shared in advance of the meeting and keeping the record of attendance of the meetings;
- ix. Ensuring that the minutes of the meetings of the Board of Directors and committees of the Board of Directors are promptly prepared and circulated;
- x. Keeping the Board members abreast of and informed on current governance practice;
- xi. Keeping a record of conflicts of interest declared by each member of the Board; and
- xii. Coordinating the governance audit process.

REQUIRED QUALIFICATIONS

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of fifteen (15) general work experience, three (3) of which should have been at Assistant Director, Legal Services, or a comparable position;
- ii. Bachelor's of Law (LL. B) degree from a recognized institution;
- iii. Master's degree in Law (LL.M), Social Sciences, or Business Administration or equivalent qualification from a recognized Institution is an added advantage

- iv. Postgraduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- v. Membership in the Institute of Certified Public Secretaries of Kenya in good standing
- vi. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Valid Practicing certificate;
- viii. Proficiency in computer applications; and
- ix. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.

KEY SKILLS AND COMPETENCIES

- i. Analytical skills;
- ii. Confidentiality;
- iii. Time management;
- iv. Attention to detail;
- v. Critical thinking skills.
- vi. Decision-making skills;
- vii. Report writing 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