

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, PLANNING, AHB 3**

VACANCY FOR THE POSITION OF MANAGER, PLANNING

JOB PURPOSE

This cadre is responsible for initiating the development of business and strategic plans of the Board, manage implementation of the performance contracting process, quality management system, Corporate Research and innovation.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Corporate Services

KEY DUTIES AND RESPONSIBILITIES

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

- Spearhead development, implementation, monitoring, and review of the Board's internal policies, regulations, guidelines, and Strategic Plan;
- Tracking the progress and performance of projects and programs against set objectives;
- Overseeing and monitoring the implementation of the Strategic Plan and Performance Contracts;
- Supporting the development of Monitoring and Evaluation tools;
- Managing databases and records for monitoring and evaluation purposes;
- Providing insights and recommendations for project improvement;
- Presenting monitoring and evaluation reports to management and stakeholders;
- Guiding and advising on new ideas, techniques, methodologies, approaches, practices, and procedures in data analysis;
- Overseeing regular audits and reviews to identify gaps and areas for enhancement;
- Identifying opportunities to improve planning, monitoring, and evaluation processes.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at Assistant Manager, Planning, or in a comparable position.
- Bachelor's degree in any of the following disciplines: Economics, Statistics, Development Studies, Sociology, Finance, Business Administration, Built environment, Engineering, Public Policy, Monitoring & Evaluation, Information Technology or its equivalent from a recognized institution;
- Master's degree in any of the following disciplines: Economics Policy, Development Studies, Financial Economics, or Statistics, Built environment or related field from a recognized institution;
- Professional qualification and membership to a professional body where applicable and in good standing;

- A valid practicing license, where applicable.
- Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Proficiency in computer applications; and
- Fulfilled the provisions of Chapter Six of the Constitution of Kenya.

KEY SKILLS AND COMPETENCIES

- Organizing and planning skills;
- Ability to meet deadlines;
- Administrative capabilities;
- Problem-solving skills;
- Analytical skills;
- Negotiation and collaboration skills;
- Decision-making 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