

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, PROJECT MANAGEMENT, AHB 3**

VACANCY FOR THE POSITION OF MANAGER, PROJECT MANAGEMENT

JOB PURPOSE

This position is responsible for ensuring the successful planning, implementation, and monitoring of affordable housing projects by overseeing project development from inception to completion, ensuring compliance with regulatory standards, maintaining quality control, and delivering projects within set timelines and budgets.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Project Development

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Manager, Project Management will entail:

- i. Developing, implementing, and reviewing project management strategies and frameworks;
- ii. Supporting the Board's management in strategic planning and decision-making for project portfolio management;
- iii. Ensuring effective resource allocation and utilization across multiple projects;
- iv. Developing, implementing, and reviewing risk management plans to minimize project risks and address potential issues;
- v. Spearheading project status meetings, providing updates on progress, issues, and action items;
- vi. Overseeing the preparation of detailed project documentation, including reports, schedules, and plans;
- vii. Collaborating with other departments and teams to ensure the project alignment with organizational goals and objectives;
- viii. Ensuring compliance with regulatory requirements and industry standards in all project activities; and
- ix. Managing project closures, including final evaluations, documentation, and knowledge transfer to ensure lessons learned are captured and shared.

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 the Assistant Manager, Project Management or in a comparable position.
- ii. Bachelor's Degree in any of the following fields: Real Estate Management, Land Economics, Urban Planning, Civil Engineering, Architecture, Quantity Surveying, Construction Management, Project Management, Business Administration, or a related field;
- iii. Master's Degree in any of the following fields: Real Estate Management, Land Economics/ Surveying, Quantity Surveying, Construction Management, Project Management, Urban & Regional Planning, Civil Engineering, Architecture, Finance, Business Administration or a related field;

- iv. Professional qualification and Membership to a professional body where applicable;
- v. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Valid Practicing certificate where applicable;
- vii. Proficiency in computer applications; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.

KEY SKILLS AND COMPETENCIES

- i. Leadership skills,
- ii. Negotiation skills,
- iii. Financial management skills.
- iv. Planning and Organizing skills.
- v. Communication skills;
- vi. Stakeholder management skills.
- vii. Change management skills.
- viii. Analytical skills.
- ix. Conceptual Skills.
- x. Interpersonal 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