

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, SUPPLY CHAIN MANAGEMENT, AHB 3**

VACANCY FOR THE POSITION OF MANAGER, SUPPLY CHAIN MANAGEMENT

JOB PURPOSE

The Supply Chain Management cadre will be responsible for procuring goods, services and works, inventory management, and asset disposal.

REPORTING RELATIONSHIP:

This role reports to the CEO

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Manager, Supply Chain Management, will entail:

- i. Overseeing the implementation and review of public procurement and asset policies, guidelines, regulations, systems, and standards;
- ii. Managing procurement processes and ensuring separation in initiation, processing and receipt of goods, works, and services;
- iii. Overseeing supply chain research;
- iv. Spearheading the development and promotion of electronic procurement strategies and policies;
- v. Facilitating affirmative action for disadvantaged groups under the Constitution and advancing their participation in the procurement process;
- vi. Ensure the enforcement of procurement standards developed under the Public Procurement Asset and Disposal Act, 2015;
- vii. Ensure standards for public procurement and asset disposal documents and formats are set;
- viii. Analyzing investigation reports and acting on complaints received on procurement and asset disposal proceedings from tenderers, contractors, or the general public;
- ix. Ensuring safe custody of a repository or database that includes: complaints made on procuring entities; a record of those prohibited from participating in tenders or those debarred; market prices of goods, services, and works; benchmarked prices; price comparisons for goods, services, and works; and any information related to procurement that may be necessary for AHB.
- x. Overseeing disposal of AHB's assets;
- xi. Maintaining a Risk Management Register;
- xii. Facilitating capacity building in supply chain management;
- xiii. Overseeing the development, implementation, and review of the supply chain management charter;
- xiv. Enhancing governance mechanisms for transparency and integrity;
- xv. Advising on mitigating measures for addressing risks in the department;
- xvi. Ensuring business continuity plans are developed and operational for the department;
- xvii. Initiating and implementing Business Process Re-engineering (BPR) in the department;
- xviii. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xix. Spearheading the development and implementation of the department's strategic plans, budgets, and performance contracts; and
- xx. Managing, mentoring, coaching, and developing staff 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 have been at an Assistant Manager, Supply Chain Management or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines:- Supply Chain Management and

Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option), Marketing or equivalent qualification from a recognized institution;

- iii. Master's degree in any of the following disciplines:- Supply Chain Management, Logistics and Supply Chain Management, Procurement, Business Administration (Supplies Management Option) or equivalent qualification from a recognized institution;
- iv. Professional qualification and membership to a professional body, and in good standing where applicable;
- v. Leadership management course from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution;
- viii. Demonstrated Managerial, administrative, and professional competence in work performance and results; and
- ix. 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. Planning and organizing skills;
- ii. Ability to meet deadlines;
- iii. Problem-solving skills;
- iv. Critical thinking skills;
- v. Reporting skills;
- vi. Leadership and mentorship;

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