

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 OFFICE ADMINISTRATOR I, ABH 7

VACANCY FOR THE POSITION OF OFFICE ADMINISTRATOR I

JOB PURPOSE

This cadre is responsible for managing correspondence, records, schedules, and office resources, while serving as a key point of contact for internal and external stakeholders.

REPORTING RELATIONSHIP:

This role reports to the CEO

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of Office Administrator I will entail:

- i. Taking oral dictation;
- ii. Managing e-office;
- iii. Word and data processing;
- iv. Operating office equipment;
- v. Attending to visitors/clients;
- vi. Taking minutes and transcribing into official internal letterheads and templates;
- vii. Handling telephone calls and appointments;
- viii. Maintaining office diary and travel itineraries;
- ix. Ensuring the security of office records, equipment, and documents, including classified materials;
- x. Coordinating schedules of meetings and appointments;
- xi. Preparing responses to simple routine correspondence;
- xii. Establishing monitoring procedures for the record-keeping of correspondence and file movements;
- xiii. Maintaining an up-to-date filing system in the office;
- xiv. Ensuring security, integrity, and confidentiality of data;
- xv. Managing office protocol and etiquette;
- xvi. Managing petty cash;

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of three (3) years' work experience at the grade of Office Administrator II or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines:- Secretarial Studies; Business and Office Management or equivalent qualification from a recognized institution;
OR
- iii. Bachelor's degree in Social Sciences plus Diploma in Secretarial Studies from a recognized institution;

- iv. Certificate in Secretarial Management Course lasting not less than three (3) weeks from a recognized institution;
- v. Proficiency in computer applications; and
- vi. Show merit and ability through work performance and results.

KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Ability to meet deadlines;
- iv. Attention to detail;
- v. Time management.

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