

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 ASSISTANT III, AHB 12

VACANCY FOR THE POSITION OF OFFICE ASSISTANT III

JOB PURPOSE

This cadre is responsible for collecting and delivering mail, maintaining cleanliness of offices, supervising cleaning by outsourced cleaning service providers, and tea services.

REPORTING RELATIONSHIP:

This role reports to the Assistant Administrative Officer

KEY DUTIES AND RESPONSIBILITIES

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:-

- i. Maintaining the general cleanliness of offices, machines, equipment, and apparatus;
- ii. Recording and dispatching letters, files, and documents;
- iii. Performing messengerial duties including dispatching letters, files, and other documents;
- iv. Collecting and delivering office items, documents, mail, parcels, and postage;
- v. Collecting, assembling, and disposing of waste within the office premises;
- vi. Preparing and serving office tea and other refreshments;
- vii. Moving or carrying office equipment, furniture, and ensuring orderly arrangement;
- viii. Assisting in arranging for meeting venues; and
- ix. Providing safe custody for cleaning materials, equipment, and their safe custody.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Kenya Certificate of Secondary Education Mean Grade D (Plain) or any other equivalent qualification from an examining body;
- ii. Proficiency in computer applications.

KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Ability to meet deadlines;
- iv. Customer focus;

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