

# 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 PRINCIPAL HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION, AHB 5

## VACANCY FOR THE POSITION OF PRINCIPAL HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

### JOB PURPOSE

This cadre is responsible for facilitating smooth HR operations by offering administrative and advisory support, ensuring compliance with labor laws and organizational regulations, and contributing to the development of a motivated and high-performing workforce.

### REPORTING RELATIONSHIP:

This role reports to the Manager, Human Resource Management & Administration Officer

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Principal Human Resource Management & Administration will entail:

- i. Development, implementation, and review of policies, strategies, frameworks, work plans, legislations, guidelines, procedures, regulations, norms, standards, and programmes for the department;
- ii. Undertaking payroll and salary administration;
- iii. Managing industrial relations issues and the welfare of staff;
- iv. Undertaking recruitment, appointment, promotions, discipline, and remuneration processes;
- v. Advising on succession management and the preparation of human resources plans;
- vi. Managing staff separation and processing of terminal benefits;
- vii. Institutionalizing and updating the knowledge management repository for the Board;
- viii. Updating Performance Appraisal System (PAS) for the Board;
- ix. Undertaking staff training and development programmes;
- x. Monitoring, evaluating, and auditing the impact of training on performance improvement and service delivery;
- xi. Maintenance of the human resource management information system;
- xii. Carrying out Training Needs Assessment (TNA);
- xiii. Maintaining skills inventory;
- xiv. Undertaking an employee satisfaction survey for the Board.
- xv. Ensure implementation of computerized human resource records.
- xvi. Conduct customer satisfaction surveys for the services offered in the department;
- xvii. Recommending on mitigating measures for addressing risks in the department;
- xviii. Implementing business continuity plans for the department.
- xix. Implementing Business Process Re-engineering (BPR) in the department.
- xx. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xxi. Developing and implementing the department's strategic plans, budgets and performance contract; and
- xxii. Mentoring and coaching staff in the department.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of nine (9) years' work experience, three (3) of which must have been at the grade of Senior Human Resource Management Officer or in a comparable position;
- ii. Bachelor's degree in any of the following: - Human Resources Management, Human Resource Development, or equivalent qualification from a recognized institution;

### OR

- iii. Bachelor's degree in any of the following disciplines: - Economics, Sociology, Business Administration, Public Administration, Commerce plus a Diploma in Human Resource Management/ Development or equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Member of the Institute of Human Resource Management in good standing;
- vi. Certification for Human Resources from Human Resource Management Professional Examination Board (HRMPEB), Certified Human Resources Professional (CHRP-K) or its equivalent from a recognized institution;
- vii. Valid Practicing License from the Institute of Human Resource Management (IHRM) – Kenya
- viii. Proficiency in computer applications; and
- ix. Demonstrated professional competence and ability as reflected in work performance and results.

### KEY SKILLS AND COMPETENCIES

- i. Interpersonal / Communication skills
- ii. Team player;
- iii. Planning and organizing skills;
- iv. Ability to meet deadlines;
- v. Critical thinking skills;
- vi. Report writing 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](http://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