

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 INTERNAL AUDITOR, AHB 5

VACANCY FOR THE POSITION OF PRINCIPAL INTERNAL AUDITOR

JOB PURPOSE

The cadre is responsible for providing independent assurance on the effectiveness of the Board's internal control systems, investigations, and the governance structure.

REPORTING RELATIONSHIP:

This role reports to the General Manager, Internal Audit

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Principal Internal Auditor will entail:

- i. Implementing fraud investigation and anti-corruption policies, strategies, guidelines and plans, policies, strategies, legislations, regulations, guidelines, frameworks, norms, standards, procedures, programmes, and plans in accordance with auditing standards;
- ii. Preparing the annual internal audit plan;
- iii. Stocktaking and undertaking risk assessment, corruption risk assessment, and anti corruption awareness activities in the Board;
- iv. Carrying out audit checks and identifying any accounting errors;
- v. Undertaking spot-checks and cash surveys;
- vi. Undertaking audit investigations;
- vii. Carrying out audit follow-ups on the implementation of recommendations on audit reports;
- viii. Undertaking audits on compliance with statutory provisions and internal regulations;
- ix. Implementing Quality Assurance and Improvement Programme (QAIP);
- x. Consolidating primary audit reports/queries on the Board's financial statements;
- xi. Maintaining a Risk Management Register and advising on mitigating measures for addressing risks in the division;
- xii. Developing and implementing business continuity plans in the division.
- xiii. Implementing Business Process Re-engineering (BPR) in the division.
- xiv. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship; and
- xv. Developing and implementing the division's strategic plans, budgets, and performance contract.

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 Internal Auditor or in comparable position;
- ii. Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management, Risk Management or its equivalent qualification from a recognized institution;

- iii. Certificate in any of the following: Part II of the Certified Internal Auditor (CIA), Part II of the Certified Public Accountants (CPA) Examination, Part II of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iv. Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body;
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications; and
- vii. Shown merit and ability as reflected in work performance and results.

KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Team player;
- iv. Planning and organizing skills;
- v. Ability to meet deadlines;
- vi. Problem-solving skills;
- vii. Analytical skills;
- viii. Report/Minute 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

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