

# 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 RECORDS MANAGEMENT OFFICER, AHB 5

## VACANCY FOR THE POSITION OF PRINCIPAL RECORDS MANAGEMENT OFFICER

### JOB PURPOSE

This cadre is responsible for manning the registry and ensuring the flow of documents and the safety of records within the institution.

### REPORTING RELATIONSHIP:

This role reports to the Manager, Human Resource Management, and Administration

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Principal Records Management Officer will entail:

- i. Initiating appraisal and disposal of files, documents, and records in accordance with laid down rules and regulations;
- ii. Ensuring efficient and effective management of records;
- iii. Implementing records management strategies, standards, and guidelines;
- iv. Providing technical advice on records management;
- v. Ensuring compliance with relevant legislation and guidance;
- vi. Enhancing audit trails to track the use and location of records;
- vii. Ensuring a conducive environment for records and documents;
- viii. Ensuring maintenance of an institutional repository;
- ix. Maintaining documentation procedures for the closure of records during mergers and separations;
- x. Coordinating the identification of vital records for backup in the event of disaster;
- xi. Coordinating the development of procedures and metadata;
- xii. Spearheading, sensitization, and on-the-job training in the e-registry workflow system; and
- xiii. Ensuring a safe and conducive working environment.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of nine (9) years, with relevant work experience, three (3) years of which should have been at the grade of Senior Records Management Officer or in a comparable position;
- ii. Bachelor's Degree in any of the following disciplines: Information Science and Records Management, Records and Information Management, Library and Information Sciences, Business Information Technology, Information Studies, or equivalent qualifications from a recognized institution;

- iii. Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Professional qualification and membership to a relevant professional body, where applicable;
- v. Proficiency in computer applications; and
- vi. Shown merit and ability as reflected in work performance and results.

### KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Ability to meet deadlines;
- iv. Client 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](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