

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 PROJECT MANAGEMENT OFFICER I, AHB 7

VACANCY FOR THE POSITION OF PROJECT MANAGEMENT OFFICER I

JOB PURPOSE

This cadre is responsible for ensuring the successful planning, implementation, and monitoring of affordable housing projects by overseeing project development from inception to completion, ensuring compliance with regulatory standards, maintaining quality control, and delivering projects within set timelines and budgets.

REPORTING RELATIONSHIP:

This role reports to the Manager, Project Management

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Projects Management Officer I will entail:

- i. Assisting in the review of project proposals, budgets, and schedules;
- ii. Liaising with architects, engineers, contractors, and other stakeholders to facilitate project implementation;
- iii. Monitoring project progress, ensuring compliance with regulations, quality standards, and safety protocols;
- iv. Preparing regular project status reports for management and stakeholders;
- v. Assisting in managing project risks, identifying potential issues, and implementing solutions;
- vi. Maintaining accurate project documentation and records;
- vii. Assisting in evaluating project outcomes and providing feedback for future improvements.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of three (3) years' relevant work experience at the grade of Officer II or in a comparable position.
- ii. Bachelor's Degree in any of the following fields: Real Estate Management, Land Economics, Urban Planning, Civil Engineering, Architecture, Quantity Surveying, Construction Management, Project Management, Business Administration, or a related field; and
- iii. Proficiency in computer applications;

KEY SKILLS AND COMPETENCIES

- i. Report writing and presentation skills;
- ii. Communication skills;
- iii. Problem-solving skills
- iv. Analytical skills
- v. Creativity and Innovative skills;
- vi. Planning and Organizing skills;
- vii. Interpersonal 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