

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 PROJECTS MANAGEMENT ASSISTANT II, AHB 8

VACANCY FOR THE POSITION OF PROJECTS MANAGEMENT ASSISTANT II

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 Senior Projects Management Officer

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of Projects Management Assistant II will entail:

- i. Managing project documentation by ensuring all files are up-to-date, well-organized, and readily accessible for project teams.
- ii. Updating project databases, reviewing data entries for accuracy, and completeness.
- iii. Coordinating meetings, site visits, and other project engagements, ensuring seamless scheduling and calendar management for project managers and team members.
- iv. Participating in site visits alongside project officers to monitor progress, compile reports and provide operational support.
- v. Undertaking logistical arrangements for site visits, including transportation, accommodation, and necessary resources.
- vi. Ensuring adherence to safety protocols on-site, actively identifying and escalating any risks or incidents for corrective action.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of three (3) years' work-relevant experience at the grade of Assistant Officer III or in a comparable position.
- ii. Diploma in any of the following fields: Construction management, Real Estate Management, Urban Planning, Civil Engineering, Quantity Surveying, Environmental Planning, Architectural Technology, or related field; and
- iii. Proficiency in computer applications.

KEY SKILLS AND COMPETENCIES

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