

# 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 RECORDS MANAGEMENT OFFICER I, AHB 7

## VACANCY FOR THE POSITION OF RECORDS MANAGEMENT OFFICER I

### 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 Principal Records Management Officer

### KEY DUTIES AND RESPONSIBILITIES

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

- i. Receiving and dispatching of mail, including maintenance of related registers;
- ii. Ensuring storage and maintenance of files and records,
- iii. Managing file movement;
- iv. Sorting and classifying of documents for filing and storage;
- v. Updating and maintenance of records and file index;
- vi. Controlling the opening of files;
- vii. Ensuring safe custody and maintenance of records and documents;
- viii. Initiating appraisal, disposal of records and documents;
- ix. Ensuring that letters are appropriately filed and marked for action officers;
- x. Scanning and digitizing records;
- xi. Ensuring the security of electronic files and documents;
- xii. Undertaking regular inventory of records;
- xiii. Ensuring that data collected is collated, analyzed, and stored;
- xiv. Updating and maintaining up-to-date file movement records; and
- xv. Ascertaining the general cleanliness of the registry;
- xvi. Ensuring a safe and conducive working environment;
- xvii. Supervising staff working under him/her.

### 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 Records Management Officer II 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. Proficiency in computer applications; and
- iv. Shown merit and ability as reflected in work performance and results.

### KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Ability to work independently and in a team;
- iv. Technological 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**