

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 SENIOR CORPORATE COMMUNICATIONS OFFICER, AHB 6

VACANCY FOR THE POSITION OF SENIOR CORPORATE COMMUNICATIONS OFFICER

JOB PURPOSE

The Corporate Communications cadre will be responsible for designing and implementing strategic corporate communications and public relations.

REPORTING RELATIONSHIP:

This role reports to the Assistant Manager, Corporate Communications

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Senior Communications Officer will entail:

- i. Developing and implementing corporate communications policies, strategies and plans to enhance the visibility of the AHB;
- ii. Providing communication linkage between the AHB and stakeholders;
- iii. Developing concept notes for stakeholder engagement;
- iv. Analyzing content to be uploaded on the AHB website;
- v. Implementing media relations and internal communications programmes;
- vi. Organizing corporate branding activities, functions, and events;
- vii. Preparing and publicizing corporate communications reports and activities through electronic, print, and social media;
- viii. Implementing a publicity framework for the purposes of public awareness
- ix. Carrying out media commentary and analysis of print, electronic and social media;
- x. Drafting reports on the implementation of access to information to the Commission on Administrative Justice;
- xi. Managing social media platforms;
- xii. Implementing AHB corporate social responsibility programmes;
- xiii. Editing publications and media liaison;
- xiv. Analyzing information on communication needs assessment, perceptions, attitude, and corporate reputation, and recommend intervention measures;
- xv. Preparing communication materials, including press releases, talking points, reports speeches, web material, and videos;
- xvi. Carrying out capacity building in communications and public relations;
- xvii. Identifying and compiling areas of risk in the department;
- xviii. Developing and implementing business continuity plans for the department;
- xix. Implementing Business Process Re-engineering (BPR) in the department.
- xx. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship; and
- xxi. Developing and implementing the department's strategic plans, budgets and performance contract.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of six (6) years' work experience, three (3) of which must have been at the grade of Corporate Communications Officer I or in a comparable position.

- ii. Bachelor's degree in any of the following disciplines: Journalism, Mass Communications, Public Relations, Communication, and Media or equivalent qualification from a recognized institution;
- iii. Professional qualification and membership to a professional body, and in good standing where applicable;
- iv. Proficiency in computer applications; and
- v. 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. Supervisory skills;
- vii. Critical thinking skills;
- viii. Report writing skills;
- ix. Analytical 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