

# 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 OFFICE ASSISTANT, AHB 9

## VACANCY FOR THE POSITION OF SENIOR OFFICE ASSISTANT

### JOB PURPOSE

This cadre is responsible for collecting and delivering mail, maintaining cleanliness of offices, supervising cleaning by outsourced cleaning service providers, and tea services.

### REPORTING RELATIONSHIP:

This role reports to the Assistant Administrative Officer

### KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of an Office Assistant will entail:

- i. Ensuring the cleanliness of offices, machines, equipment, and apparatus;
- ii. Recording and dispatching letters, files, and documents;
- iii. Performing messengerial duties including dispatching letters, files, and other documents;
- iv. Requisitioning cleaning materials and equipment;
- v. Collecting and delivering office items, documents, mail, parcels, and postage;
- vi. Carrying out photocopying and document binding;
- vii. Ensuring tidiness of the work environment;
- viii. Preparing and serving office tea and other refreshments;
- ix. Coordinating moving or carrying office equipment, furniture, and ensuring orderly arrangement;
- x. Coordinating, collecting, assembling, and disposing of waste; and
- xi. Providing specifications for cleaning materials, equipment, and their safe custody.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of six (6) years' work experience, three (3) years of which should have been at the grade of Office Assistant I or in a comparable position
- ii. Kenya Certificate of Secondary Education Mean Grade D (Plain) or any other equivalent qualification from a recognized institution;
- iii. One (1) month in-house Office Assistant Course;
- iv. Proficiency in computer applications; and
- v. Show 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. Customer 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**