

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 PLANNING OFFICER, AHB 6

VACANCY FOR THE POSITION OF SENIOR PLANNING OFFICER

JOB PURPOSE

This cadre is responsible for initiating the development of business and strategic plans of the Board, manage implementation of the performance contracting process, quality management system, Corporate Research and innovation.

REPORTING RELATIONSHIP:

This role reports to the Manager, Planning

KEY DUTIES AND RESPONSIBILITIES

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

- i. Collecting and collating statistical data to support the Strategic Plan and Performance Contracting preparation;
- ii. Providing input in the preparation of development plans;
- iii. Drafting work plans and budgets;
- iv. Preparing performance contracts and monitoring implementation;
- v. Collecting information for the development of a research strategy and guidelines;
- vi. Drafting relevant research proposals;
- vii. Facilitating the research process;
- viii. Preparing and monitoring the implementation of the research strategy and other initiatives;
- ix. Come up with innovative new ideas, techniques, methodologies, approaches, practices, and procedures in data analysis;

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of six (6) years' relevant work experience, three (3) of which must have been at the grade of Planning Officer I or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: Economics, Statistics, Development Studies, Sociology, Finance, Business Administration, Built environment, Engineering, Public Policy, Monitoring & Evaluation, Information Technology, or its equivalent from a recognized institution;
- iii. Professional qualification and membership to a professional body where applicable and in good standing;
- iv. Proficiency in computer applications;

KEY SKILLS AND COMPETENCIES

- i. Interpersonal/Communication skills;
- ii. Planning and organizing skills;
- iii. Ability to meet deadlines;
- iv. Critical thinking skills;
- v. Report writing skills;
- vi. Analytical skills;
- vii. Attention to detail.

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