

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 PROJECTS MANAGEMENT OFFICER, AHB 6

VACANCY FOR THE POSITION OF SENIOR PROJECTS MANAGEMENT OFFICER

JOB PURPOSE

This position 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 Manager, Project Management

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Senior Projects Management Officer will entail:

- i. Developing and maintaining detailed project schedules and work plans;
- ii. Monitoring project progress and performance against established milestones and objectives;
- iii. Preparing and presenting regular project status reports to the Manager;
- iv. Assisting in budget preparation, tracking project expenses, and ensuring projects remain within budget;
- v. Identifying potential project risks and issues, and collaborating on developing mitigation strategies;
- vi. Ensuring that all project activities comply with relevant laws, regulations, and standards;
- vii. Ensuring proper documentation of all project phases, including plans and reports;
- viii. Conducting inspections and ensuring project outputs meet the required standards.
- ix. Facilitating project meetings, preparing agendas, documenting meetings minutes, and following up on action items.
- x. Assisting in the closure of projects, including final evaluations, documentation, and lessons learned.

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 Projects Management Officer I or in a comparable position.
- ii. Bachelor's Degree in any of the following fields: Real Estate Management, Land Economics, Urban Planning, Civil Engineering, Architecture, Quantity Surveying, Construction Management, Project Management, Business Administration, or a related field from a recognized institution;

- iii. Membership in a relevant professional body, where applicable and in good standing; and
- iv. Proficiency in computer applications;

KEY SKILLS AND COMPETENCIES

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