

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 SUPPLY CHAIN MANAGEMENT OFFICER, AHB 6

VACANCY FOR THE POSITION OF SENIOR SUPPLY CHAIN MANAGEMENT OFFICER

JOB PURPOSE

The Supply Chain Management cadre will be responsible for procuring goods, services and works, inventory management, and asset disposal.

REPORTING RELATIONSHIP:

This role reports to the Manager, Supply Chain Management

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Senior Supply Chain Management Officer will entail:

- i. Implementing regulations and policies on supply chain management;
- ii. Supporting the preparation of procurement plans and preparing procurement estimates of expenditure;
- iii. Verifying and disposing of stores;
- iv. Coordinating receipt of goods and services from suppliers and issuance to consumers;
- v. Carrying out internal monitoring and evaluation of stores;
- vi. Stock taking and preparing stock reconciliations;
- vii. Assessing the performance of suppliers and contractors;
- viii. Inventory and stock control;
- ix. Following up on the payment of suppliers of goods and services;
- x. Conducting procurement market research;
- xi. Following up on the payment of suppliers of goods and services;
- xii. Identifying and compiling areas of risk in the department;
- xiii. Developing and implementing business continuity plans for the department;
- xiv. Implementing Business Process Re-engineering (BPR) in the department.
- xv. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship; and
- xvi. 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 Supply Chain Management Officer I or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines:- Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce

(Supplies Management Option, Business Administration (Supplies Management option), Marketing 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 / Communication skills
- ii. Planning and organizing skills;
- iii. Ability to meet deadlines;
- iv. Critical thinking skills;
- v. Report writing skills;
- vi. Negotiation 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