

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 SUPPLY CHAIN MANAGEMENT ASSISTANT I, AHB 7

VACANCY FOR THE POSITION OF SUPPLY CHAIN MANAGEMENT ASSISTANT I

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 Senior Supply Chain Management Officer

KEY DUTIES AND RESPONSIBILITIES

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

- i. Issuing stores;
- ii. Collecting data on outstanding deliveries;
- iii. Preparing and maintaining store records;
- iv. Carrying out stocktaking;
- v. Carrying out warehouse security, safety, and cleanliness;
- vi. Preparing periodic inventory reports;
- vii. Identifying goods for disposal;
- viii. Ensuring preservation of stores;
- ix. Opening tenders and quotations; and
- x. Maintaining store records.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of six (6) years of work experience, three (3) years of which should have been at the grade of Supply Chain Management Assistant II or in a comparable position.
- ii. Diploma in any of the following disciplines:- Purchasing and Supplies or Chartered Institute of Purchasing and Supplies (CIPS) Final or equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications
- iv. 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. Report/Minute writing 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