TERMS OF REFERENCE

Post: Architect
Reporting relationship: Head of Department
Gross Salary: MVR 24,228/-

KEY RESPONSIBILITIES:

1. Plan technical functions to meet the company's overall objectives.

2. Executive multiple projects during the formulation and implementation of projects. This will include both the technical and administrative tasks for the projects.

3. Physically engage in the design process to create drafts from conceptual level up to the execution level. This is not limited to preparing, drafting, and reviewing of architectural, structural, building services and related technical drawings.

4. Follow and implement the correct procedures, policies, and documentation requirements across project phases.

5. Responsible for ensuring all technical knowledge, processes and procedures are followed and updated. Additionally, establish checking requirements for drawings submitted and ensure these are followed by all required team members.

6. Provide direction and technical expertise in design, development, and system integration.

7. Execute new technical integrations to support related activities on housing projects.

8. Ensure that all the relevant contractual, performance and statutory standards are met. Ensure familiarity with building codes and regulation and policies pertaining to the planning process. Relevant technical information should be provided to enable proper operation.

9. Provide product support and other technical support to operational functions in the most efficient manner for all concerned.

10. Maintain a clear view at all times of the Technical Support past and forecast technical performance (both deliverables and spend).

11. Manage the generation and preservation of Company Intellectual Property, including archiving / storage of designs, documentations of know-how and general maintenance of the company's IP portfolio.

12. Support in project monitoring with the respective supervisor.

13. Maintain and manage technical product support and assist and support technicians in executing projects.

14. Report regularly on planning and the key aspects of the business, in accordance with routine and ad-hoc reporting requirements.

15. Responsible for the maintenance and management of all operational tools for Technical Developments and Management.

16. Completing other tasks related to the work of the department assigned by the Supervisor.

REQUIREMENTS

1. Completion of MQA Level 7 Qualification in Architecture / Design / Technical or any other relevant field with 3-5 years of professional experience in the related areas. Or;

2. MQA level 5 or above qualification in Architecture / Design / Technical or any other relevant field with minimum 8 years of professional experience in the related areas.

3. Proven work experience as in a similar field.

4. Experience in the related areas including housing, social development, infrastructure, program evaluation and coordination.

5. Proven work experience as a technical officer or in a similar field.

Skills and Competencies

1. Experience with office management software such as MS office (MS Excel and MS word) and familiar with other designing software such as Photoshop and AutoCAD.

2. Good communication, presentation and writing skills in both English and Dhivehi. Must be able communicate complex details required for designs effectively through different channels.

3. Must be able to work independently, be reliable and organized.

4. Prove outstanding quantitative skills, decision-making skills, analytical and problem-solving skills.

5. Must be able to provide high-level technical support. Able to make quick decisions and solve technical problems.

6. Highly organized and should be able to multitask.

7. Experience in troubleshooting, solutions design and development and the ability to understand and adapt client requirements into product solutions development and delivery.