

## TERMS OF REFERENCE

**Post:** Assistant Architect

**Reporting relationship:** Head of Department

**Gross Salary:** MVR 17,100.00

**Employment Type:** Contract (6 months)

### **RESPONSIBILITIES AND DELIVERABLES:**

1. Physically engage in the design process to create drafts from concept level up to the execution level. This is including but not limited to preparing, drafting, and reviewing of architectural, structural, building services and related technical drawings.
2. Ensure all communications and documentation with regards to the design phases are planned and managed effectively, such that these are easily retrievable when required. The meeting minutes of all design/technical discussion with management and contractors should be logged and shared with all relevant stakeholders.
3. Assist in field surveys and site visits and provide guidance to the stakeholders in carrying out the works effectively.
4. Ensure that all the relevant contractual, performance and statutory standards are met. Additionally, ensure that the designs are in compliance with required standards, building codes, regulations and policies pertaining to the planning process.
5. Perform other related technical tasks and duties as and when assigned by the Supervisor

### **EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE):**

1. MQA level 7 qualification in Architecture/ Design/ Technical or any other relevant field with 2-3 years of professional work experience in the related areas. Or;
2. MQA level 5 qualification in Architecture/ Design/ Technical or any other relevant field with minimum 5-7 years of professional work experience in the related areas.

### **SKILLS AND COMPETENCIES:**

1. Experience with office management software such as MS Office (MS Excel and MS Word)
2. Strong attention to detail, for creating detailed and accurate technical drawings.
3. Proficiency with computer-aided design (CAD) software or any relevant design softwares.
4. Knowledge of building codes, zoning regulations, and other technical standards
5. The ability to work independently and manage multiple projects simultaneously.
6. Good communication, presentation and writing skills in both English and Dhivehi. Must be able to communicate complex details required for designs effectively through different channels.
7. Must be able to work independently, be reliable and organized.