

Post: Draftsman

Reporting Relationship: Head of Department

Gross Salary: MVR 16,245 – 17,100

RESPONSIBILITIES AND DELIVERABLES

1. Support technical functions to meet the company's overall objectives.
2. Maintain and manage technical product support and assist and support technicians in executing projects.
3. Ensure that all the relevant contractual, performance and statutory standards are met.
4. Help to manage the generation and preservation of Company Intellectual Property, including archiving/storage of designs, documentation of know-how, preparation of patent applications and general maintenance of the company's IP portfolio.
5. Provide product support and other technical support to relevant functions in the most efficient manner for all concerned.
6. Maintain a clear view at all times of the technical support past and forecast technical performance (both deliverables and spend)
7. Physically engage in the design process to create drafts from concept level up to execution level.
8. Support in project monitoring with the respective supervisor.
9. Report regularly on planning and the key aspects of the business, in accordance with routine and ad-hoc reporting requirements.
10. Provide relevant technical information to Operations staff to enable proper operation and maintenance of field Technical Equipment.
11. Must be a team player and follow the correct procedures, policies, and documentation requirements across project phases.
12. Responsible for ensuring all technical knowledge, processes, and procedures are followed and updated.

13. Provide direction and technical expertise in design, development, and systems integration.
14. Completing other tasks related to the work of the department assigned by the Supervisor.

EMPLOYEE SPECIFICATION

- MQA level 5 qualification or any other relevant field with minimum 5 years of professional work experience in the related areas including housing, social development, infrastructure, program evaluation and coordination. Or;
- MQA level 4 qualification or any other relevant field with minimum 8 years of professional work experience in the related areas including housing, social development, infrastructure, program evaluation and coordination.
- Proven work experience in a similar field.
- Experience in related areas including housing, social development, infrastructure, program evaluation and coordination.

OTHER COMPETENCIES

- Familiar with As-built drawings.
- Experience with Auto CAD.
- Experience with office management software such as MS Office (MS Excel and MS Word) and familiar with other designing software such as Adobe and Autodesk.
- Good communication, presentation and writing skills in both English and Dhivehi.
- Must be able to work independently, be reliable and organized.
- Must be able to provide high-level technical support. Able to make quick decisions and solve technical problems.
- Experience in troubleshooting, solutions design and development and the ability to understand and adapt client requirements into product solutions development and delivery.
- Must be able to do site visits, take on-site measurements.
- Must be familiar with the equipment used on-site/field. product solutions development and delivery.