

Post: Assistant Architect

Reporting Relationship: Head of Planning

Gross Salary: MVR 17,100.00

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

1. Provide professional planning and management of the projects executed by FDC. Monitor multiple projects during the design stages. This will include both the technical and administrative tasks.
2. 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 architectural, structural, building services and related technical drawings.
3. Perform design computations, specification research, compile data, and other supporting technical project information.
4. Review and evaluate the design management plan to monitor that the design stages are carried out as per the Employer's Requirement. This includes but is not limited to the design deadlines, design requirements, design checklists and submission requirement. Ensure all works are carried out as per the design management plan. Prepare progress reports to evaluate the scope, implementation arrangement, progress, and achievement of each design phase.
5. 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.
6. Assist in the management of the projects throughout the project life cycle: project initiation, planning, implementation, and closure; ensuring the achievement of the projects' goals and objectives.
7. Assist all relevant stakeholders during field surveys and site visits and provide guidance to the stakeholders in carrying out the works effectively.
8. Provide direction and technical expertise in design, development, and systems integration. This is including but not limited to executing new technical integrations to support related activities on housing projects.
9. Ensure that all the relevant contractual, performance and statutory standards are met. Additionally, coordinate with statutory authorities to ensure compliance with required standards, building codes, regulations and policies pertaining to the planning process.
10. Provide product support and other technical support to operational functions in the most efficient manner for all concerned.

11. Report regularly on planning and the key aspects of the projects, in accordance with routine and ad-hoc reporting requirements.
12. Perform other related technical tasks and duties as and when assigned by the Supervisor.

EMPLOYEE SPECIFICATION

- MQA level 7 qualification in Architecture/ Design field with a minimum of 3 years of professional work experience in the related areas. Or.
- MQA level 5 qualification in Architecture/ Design field with a minimum of 5 years of professional work experience in the related areas.
- Proven work experience as the field of architecture/design
- Experience in the related areas including housing, social development, and coordination.

OTHER COMPETENCIES

- 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.
- Use BIM software will be an added advantage.
- 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.
- Must be able to work independently, be reliable and organized.
- Proven outstanding quantitative skills, decision-making skills, analytical and problem-solving skills. Additionally, must be able to provide high- level technical support. Able to make quick decisions and solve technical problems and adapt to client requirements.
- Highly organized and should be able to multitask.