



Terms of Reference

Architect

Fenaka Corporation Limited

1. Introduction

Post: Architect

Type: Contract – 1 Year

Department: Project Department / Planning Unit

Salary and Benefits: Negotiable

2. Position Overview

The Architect assumes responsibility for overseeing the conceptualizing, design, and implementation phases of architectural projects at Fenaka Corporation. This role entails translating client requirements into viable solutions, ensuring compliance with relevant codes and regulations, and maintaining a high standard of design excellence throughout the project lifecycle.

3. Reporting Relationship and Communication

The Architect will report to the Senior Engineer daily, with regular progress meetings scheduled to ensure effective communication and collaboration throughout the contract period, unless otherwise instructed.

4. Scope of Work

The work of the Architect will include the following tasks, among others:

- Develop initial design concepts based on the project brief and client requirements.
- Create sketches, models, and renderings to visualize the proposed design.
- Present design concepts to stakeholders and incorporate feedback.
- Produce detailed architectural drawings and specifications for all aspects of the project.
- Coordinate with structural, mechanical, electrical, and other engineering disciplines to ensure cohesive design solutions.
- Prepare documentation for building permits and regulatory approvals.
- Monitor progress during construction to ensure design intent is maintained.
- Integrate sustainable design principles and practices into the project.
- Ensure that all designs produced are in accordance with the requirements for completeness, accuracy, constructability including Architectural drawings, and Interior Designs.
- Ensure the design complies with all relevant building codes, zoning regulations, and environmental standards.
- Provide technical assistance in the bid document preparation process, review, and comment upon design related documents.
- Formulating and standardizing tender documents.
- Provide architectural co-ordination and consultation with other engineers and professionals about design.
- Provide architectural support and supervision during project implementation and conduct site visits and inspections to verify construction quality and compliance with design plans.
- Preparing of as-built drawings of all the buildings owned by Fenaka.
- Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.

- Preparing reports to respective committee regarding drawings issues submitted to Building consent authorities with regards to practitioners
- Undertake other technical tasks as and when required by the Fenaka.

5. Key Responsibilities

Under the directions Senior Engineer, the Architect shall perform the following responsibilities.

- 1)Preparing of as-built drawings of all the buildings owned by Fenaka.
- 2)Formulating and standardizing tender documents.
- 3)Provide technical assistance in the bid document preparation process, review, and comment upon design related documents.

6. Stakeholder Coordination

- Collaborate with engineers, Project managers, and other stakeholders to ensure seamless project execution.
- Facilitate effective communication and coordination among project team members.

7. Education and Experience

- The applicant must hold a bachelor’s degree in architectural design (MNQF 07) or a related field and must demonstrate a good command of knowledge in the areas of Project management and coordination. Minimum 03 (Three) years of experience in a relevant field.
(or)
- The applicant must hold an advanced diploma in architectural design (MNQF 06) or a related field and must demonstrate a good command of knowledge in the areas of Project management and coordination. Minimum 08 (Eight) years of experience in a relevant field.

8. Skills and Competencies

- Proficiency in engineering software such as AutoCAD, Revit, SketchUp, Civil 3D and other rendering tools
- Strong knowledge of local building codes, regulations, and safety standards.
- Experience in project formulation and tendering process. Experience in managing FIDIC contracts will be an added advantage.
- Ability to manage multiple projects and work to tight deadlines.
- Excellent command over English with proven communication and, presentation and negotiation skills.
- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
