

TERMS OF REFERENCE FOR ASSISTANT ARCHITECT

Post: Assistant Architect
Department: Planning and Project Management
Gross Salary: MVR 18,000 – 20,000
Reporting relationship: Reports to the Head of Department

RESPONSIBILITIES AND DELIVERABLES:

1. Support and plan 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. Execute new technical integrations to support related activities on housing projects.
4. Ensure that all the relevant contractual, performance and statutory standards are met.
5. 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.
6. Provide product support and other technical support to operational functions in the most efficient manner for all concerned.
7. Maintain a clear view at all times of the Technical Support past and forecast technical performance (both deliverables and spend)
8. Physically engage in the design process to create drafts from concept level up to execution level.
9. Support in project monitoring with the respective supervisor.
10. Report regularly on planning and the key aspects of the business, in accordance with routine and ad-hoc reporting requirements.
11. Provide relevant technical information to Operations staff to enable proper operation and maintenance of field Technical Equipment.
12. Must be a team player and follow the correct procedures, policies and documentation requirements across project phases.
13. Responsible for ensuring all technical knowledge, processes, and procedures are followed and updated.
14. Provide direction and technical expertise in design, development and systems integration.
15. Responsible for the maintenance and management of all operational tools for Technical Development and Management.
16. To be familiar with building codes and guidelines set by the Housing Ministry, Island Councils and Housing Development Corporation.
17. Completing other tasks related to the work of the department assigned by the Supervisor.

REQUIREMENTS

- MQA level 7 qualification in Architecture/ Design/ Technical or any other relevant field with minimum 3 years of professional work experience in the related areas including housing, social development, infrastructure, program evaluation and coordination. Or;
- MQA level 5 qualification in Architecture/ Design/ Technical 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.
- Proven work experience as a technical officer in a similar field.
- experience in the related areas including housing, social development, infrastructure, program evaluation and coordination.

Competencies

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



APPLICATION FORM FOR EMPLOYMENT

Applicant's
passport size
photo

1. Job Details

Applied position:

Announcement Reference:

2. Applicant's Details

2.1. Full Name:

2.2. Permanent Address:

2.3. Current Address:

2.4. ID Card Number:

2.5. E-mail Address:

2.6. Mobile Number:

2.7. Date of Birth:

2.8. Age:

2.9. Gender:

Male

Female

3. Educational Qualification

G.C.E Ordinary Level and S.S.C Results

Subject

Grade

Year

G.C.E. Advanced Level and H.S.C Results

Subject

Grade

Year

Higher Educational Qualification

Program

Level

From

To

Institute/ Country

4. Employment History

Designation

Office

From

To

5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

Applicant's Signature:

Date:

Documents to submit: (Please check if the following documents have been included)

- 1. Curriculum Vitae (CV)
- 2. Educational Certificates (Accredited and Attested copies)
- 3. Copy of National ID card
- 4. Job Reference Letters (Previous/current employment)
- 5. Police Report (On request prior to finalizing of employment)
- 6. Portfolio (if applicable)

Please submit completed application form, with relevant supporting documents addressed to:

HUMAN RESOURCES,
Fahi Dhiriulhun Corporation
8th Floor, H. Orchid
20095, Ameeru Ahmed Magu,
K. Malé, Republic of Maldives.