

## **TERMS OF REFERENCE FOR ARCHITECT**

<b>Post:</b>	Architect
<b>Department:</b>	Planning and Project Management
<b>Gross Salary:</b>	MVR 20,000 – 25,000
<b>Reporting relationship:</b>	Reports to the Head of Department

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### **RESPONSIBILITIES AND DELIVERABLES:**

1. Lead, develop, modify and physically engage in the design process (working with CAD and other creative mediums) to create drafts from concept level up to the execution level to meet the corporation's overall objectives.
2. Support in project monitoring with the respective supervisor.
3. Maintain and manage technical support and assist and support technicians in executing projects.
4. Explore and execute new technical integrations to support related activities on housing projects.
5. Preparing and presenting design proposals, drawings, specifications, etc.
6. Ensure that all the relevant contractual, performance and statutory standards are met.
7. Consult and coordinate with the site surveyors and other relevant parties to identify and account for all site encompasses environmental, economic, cultural, etc.
8. Coordinate with the relevant authority / council for the coordination and preparation of relevant LUPs, plot maps, and any other relevant documentation relevant to the housing projects.
9. 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.
10. Consult and coordinate with all relevant stake holders to facilitate the process of any aspect for the housing projects.
11. Coordinate and assist relevant parties to ensure quality and quantity of delivery and installation of items including all building materials for housing projects
12. Always maintain a clear view of the Technical Support past and forecast technical performance (both deliverables and spend)
13. Report regularly on planning and the key aspects of the business, in accordance with routine and ad-hoc reporting requirements.
14. Follow and implement the correct procedures, policies and documentation requirements across project phases.
15. Responsible for ensuring all technical knowledge, processes, and procedures are followed and updated.
16. To be familiar with building codes and guidelines set by the Housing Ministry, Island Councils and Housing Development Corporation.
17. Coordinate with all sites and provide assistance with site visits if required.
18. 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 3-5 years of professional work experience in the related areas. Or;
- MQA level 5 qualification in Architecture/ Design/ Technical or any other relevant field with minimum 5-8 years of professional work experience in the related areas.
- Proven work experience as 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 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.



## 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  
8<sup>th</sup> Floor, H. Orchid  
20095, Ameeru Ahmed Magu,  
K. Malé, Republic of Maldives.