

TERMS OF REFERENCE FOR DRAFTSMAN

Post: Draftsman
Department: Planning and Project Management
Gross Salary: MVR 15,000 – 16,500
Reporting relationship: Reports to the Head of Department

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.

REQUIREMENTS

- MQA level 4 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 in a similar field.
- Experience in the related areas including housing, social development, infrastructure, program evaluation and coordination.

Competencies

- 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.



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:		2.7. Date of Birth:	
2.3. Current Address:		2.8. Age:	
2.4. ID Card Number:		2.9. Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
2.5. E-mail Address:			
2.6. Mobile Number:			

3. Educational Qualification					
G.C.E Ordinary Level and S.S.C Results			G.C.E. Advanced Level and H.S.C Results		
Subject	Grade	Year	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.