

## JOB VACANCY

HDC (161)-HR/IU/2020/200  
12<sup>th</sup> October 2020

**Architect**  
**Planning & Development**  
**(Utilities & Services Section)**

### MINIMUM QUALIFICATION & REQUIREMENT

1. Bachelor's Degree or MNQF Level 7 Qualification in relevant field with 2 years' experience in a design firm or relevant field.
2. Preference will be given to candidates with experience in building services designs.

### OVERALL SCOPE

Responsible for designing and developing of concepts, details and technical drawings of projects carried out by the Corporation and assist in building services designs and implementing guidelines.

### SCOPE OF WORK

- Execute multiple, complex advance/special projects; organizes and employs resources to achieve project objectives; prepares and monitors project budgets.
- Preparation and drafting of architectural, building services and related technical drawings and maps.
- Understand and apply all aspects of local laws, regulations, policies, procedures and standards pertaining to the planning process.
- Checking building services and utilities requirements in all submission drawings.
- Preparation of registration and agreement drawings and assist in building approval process.
- Carry out inspection of ongoing and completed buildings.
- Ensure proper documentation of all relevant activities.
- Engaging with key stakeholders and clients

### JOB SKILLS AND SPECIFICATIONS

- Drafting / AutoCAD and other 3D design software skills.
- Knowledge and experience in using AutoCAD / MEP / Dialux and other lighting design software would be an added advantage
- Able to interpret and understand engineering drawings and specifications and architectural plans, concepts and methodologies.
- Able to interpret maps, site and building plans and specifications, graphs and statistical data.
- Should be effectual communicator verbally as well as through writing skills.
- Should be able to work as an individual and as a flexible team player.
- Should be able to work through flexible hours.
- Should be able to priorities tasks and manage one's own time effectively.

### SALARY PACKAGE:

Gross Salary between 16,250.00 to 19,900.00 based on qualification and experience.

.....  
**Application Address**

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/dimicl>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 19<sup>th</sup> October 2020 (Monday)**

**Time: 14:00hrs**