

JOB VACANCY

HDC(161)-HR/IU/2021/189
29th April 2021

**Draftsman
Planning & Development**

MINIMUM QUALIFICATION & REQUIREMENT

1. Diploma or MNQF Level 5 Qualification in a relevant field.
2. Experience in a relevant field will be an added advantage.

SCOPE OF WORK

- Creating accurate CAD working drawings from hard sketched, verbal instructions and site visits.
- Creating and modifying drawings while seamlessly incorporating and collaborating with project managers, design consultant and subcontractors
- Working with Engineers and Designers regarding design drafting standards, specifications and documentations.
- Thinking creatively and critically to support the project team in the design process to create sketches and drawings that is practical and works.
- Creating and continually updating project drawings list.
- Printing various formats of drawing sets for project managers and routine tasks.
- Systematically saving sketches and drawings on our CAD server, keeping server organized.
- Exhaustively reviewing and checking sketches and drawings for error, before being sent to architects, subcontractors, project team, etc.
- Create, edit and update standard details for use in projects.

JOB SKILLS AND SPECIFICATIONS

- Fluent in AutoCAD/Revit.
- Familiar with Microsoft office applications and adobe products such as Photoshop, Illustrator, etc.
- Should be able to work as an individual and as a flexible team player.
- Strong communication skills (verbal as well as written).
- Should be able to priorities tasks and manage one's own time effectively.
- Strong interpersonal skills.

SALARY PACKAGE:

Gross Salary between 12,500.00 to 16,250.00 based on qualification and experience.
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Application Process:

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://tinyurl.com/yjffhwpk>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 5th May 2021 (Wednesday)

Time: 14:00hrs