

**JOB VACANCY**

HDC (161)-HR/IU/2021/375  
12<sup>th</sup> August 2021

**Senior Architect  
Planning & Development****MINIMUM QUALIFICATION & REQUIREMENT**

1. Master's Degree or MNQF Level 9 Qualification in relevant field with minimum 2 years' experience in architectural design and detailing or relevant field. **(OR)**
2. Bachelor's Degree or MNQF Level 7 Qualification in relevant field with 5 years' experience in architectural design and detailing or relevant field.

**OVERALL SCOPE**

Responsible for designing and developing of concepts, details and, technical drawings of projects carried out by the Corporation and assist in tasks of design and development section.

**SCOPE OF WORK**

- Execute design and development of assigned projects and tasks.
- Execute multiple, tasks and projects both technical and administrative; leading by organizing, managing and employing available resources and staff to achieve project/tasks objectives.
- Project management of both formulation and implementation stage projects.
- Provide design consultancy to internal and external stakeholders.
- Follow and be thorough with internal SOP's and Corporate procedures established.
- Assign tasks to team member and monitor progress through established methodologies and schedules under the supervision of HoS.
- Preparing Progress reports and statements.
- Establish a level of review to achieve quality control and assurance of produced works from the section members.
- Assist HoS and HoD in the management of the sections day to day tasks and works.
- Coordinate and communicate with internal and external stake holders regarding own tasks or team tasks to find solutions or way forward to complete objectives.

**JOB SKILLS AND SPECIFICATIONS**

- Fluent in Design Software's such as AutoCAD, Revit, 3D & Rendering Software's, Adobe Photoshop, Illustrator, etc.
- Experience in project management will be an added advantage.
- Able to draw, interpret and understand engineering drawings and specifications and architectural plans, concepts and methodologies.
- 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.
- Leadership and Management skills.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel; knowledge of the use of various types of office equipment such as multi-line phones, printers and scanners.
- Should be able to priorities tasks and manage one's own time effectively.
- Strong interpersonal skills.

**SALARY PACKAGE:**

Negotiable based on Educational Qualification and Experience.

**Application Process**

Send the job application along with your CV, copies of **accredited certificates, Portfolio, Job reference letters, Police Report and ID card or Driver's License** copy via the link (<https://rb.gy/hvewum>). For any additional queries please contact to 3353535.

**Application Deadline:**

**Date: 19<sup>th</sup> August 2021 (Thursday)**

**Time: 14:00hrs**