

Advertisement No: MFMC/1/2022/35

ARCHITECT Description of Services

1. Scope of work

Architect will be responsible for designing and construction of commercial, industrial, and residential building projects. Creating initial project design, prepare budgets, and oversee the construction process.

2. Specific responsibility:

- 2.1 Lead, develop, modify, and physically engage in the design process and building plans for commercial, industrial, and residential construction projects
- 2.2 Preparing budgets, material documents, and specification lists
- 2.3 Creating progress reports, time schedules, and revised budgets
- 2.4 Visiting the site regularly to ensure construction adheres to state regulations.
- 2.5 Conducting a final inspection after the projects is complete.
- 2.6 Support in project monitoring with the respective supervisor.
- 2.7 Explore and execute new technical integrations to support related activities on company projects.
- 2.8 Preparing and presenting design proposals, drawings, specifications, etc.
- 2.9 Consult and coordinate with all relevant stake holders to facilitate the process of any aspect for the projects.
- 2.10 Coordinate and assist relevant parties to ensure quality and quantity of delivery and installation of items including all building materials for the projects
- 2.11 Report regularly on planning and the key aspects of the business, in accordance with routine and ad-hoc reporting requirements.
- 2.12 Follow and implement the correct procedures, policies and documentation requirements across project phases.
- 2.13 Responsible for ensuring all technical knowledge, processes, and procedures are followed and updated.
- 2.14 Completing other tasks related to the work of the department assigned by the Supervisor.

3. Requirements:

- 3.1 Bachelor's Degree in Architecture or relevant field.
- 3.2 Minimum 3 years of experience in related fields.
- 3.3 Professional work experience in Tourism related areas
- 3.4 Familiar with relevant laws and regulations including building codes and guidelines set by the Housing Ministry, Island Councils, etc

4. Preferred Skills:

- 4.1 Experience with office management software such as MS Office and familiar with other designing software such as Adobe and Autodesk.
- 4.2 Must be able to work independently, be reliable and organized.
- 4.3 Proven outstanding quantitative skills, decision-making skills, analytical and problem-solving skills.
- 4.4 Must be able to provide high-level technical support. Able to make quick decisions and solve technical problems.
- 4.5 Experience in troubleshooting, solutions design and development and the ability to understand and adapt client requirements into product solutions development and delivery.
- 4.6 Excellent Analytical skills and critical thinking skills.
- 4.7 Excellent communication and interpersonal skills – including fluency in English and Dhivehi Great team player and an effective leader able to motivate project team.
- 4.4 Ability to manage multiple projects with strict deadlines and ability to work under pressure in a fast-paced

Remuneration: Competitive Salary (MVR 20,000 to MVR 25,000)

Interested candidates please complete online application form; <https://form.jotform.com/213531409438454>

Nationality: Maldivians only