

Title:	<b>ARCHITECT</b>
Office:	<b>Office of Property Management</b>
Responsible to:	<b>Chief Officer, Property Management</b>

### Overall Purpose of Position

The purpose of the position is that of performing professional architect duties requiring a high degree of expertise and independent judgment. The position also entails the coordination and monitoring of complex and difficult construction projects; to exercise technical and functional supervision over professional and technical personnel.

### Overview of Main Responsibilities

- Prepares design and construction drawings and specifications for new construction or alterations; and prepare general layout and perspective drawings to illustrate and evaluate proposed projects.
- Conduct studies of existing and proposed buildings and alterations; evaluate capital improvement project requests from other departments; develop project scope, budget, cost estimates, and project schedule; and manage project budgets.
- Prepare project authorization-related documents and reports; develop project specification and contract documents; and administer design consultant contracts
- Coordinates the development of technical documentation required for issuing Requests for Proposals, Tenders, Bills of Materials and evaluation of bids.
- Attend meetings with clients and statutory bodies as necessary.
- Provides advice on the methods of measurement and contractual conditions for work projects.
- Oversees that health and safety guidelines for construction and building works are followed.
- Prepares papers for MIP Boards and Committees and present same as necessary.
- Ensures scheduled development, upgrading and maintenance works are on track and meet quality standards.
- Monitors development and maintenance projects to ensure adherence to budgets.
- Regularly updates project costs, invoice requisitions and construction schedules.
- Certify payment vouchers for completed works which are according to tender specifications and conditions.
- Prepares reports, correspondence, agreements, graphs and tables; and make presentations at public meetings as required.
- Perform related duties as assigned by the Chief Officer.
- Manages the staff resources assigned to the team, by providing direction, monitoring their performance and assisting and managing them as may be required to ensure their motivation, development and general well-being.
- Evaluates the abilities and performance of subordinates by preparing written assessments of their performance and discussing their performance with them, highlighting any areas for improvement.
- Contributes to the development of knowledge/management information systems.
- Reports on the progress and status of the various initiatives and projects within his responsibilities.

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**Closing date for submission of application: 1600 hrs of Wednesday 30<sup>th</sup> December 2009**

## Skills

Capability to set priorities, goals, objectives and to develop a business plan to achieve them.	High
Principles and practices of architectural design, including computer aided drafting and design technology.	High
Principles and practices of construction and construction management, with an emphasis on public sector (commercial) applications.	High
Statistical methods and analysis, and the use of statistics in reports. .	High
Computer software, including word processing, spreadsheet, data base, CADD and graphics applications.	High
Excellent knowledge specific to the role.	High
Ability to arrive at sound, supportable and independent conclusions concerning policy interpretations and programme implementation..	High
Seasoned judgement and the ability to set priorities and make decisions.	High
Demonstrated capability to manage.	High
High level of interpersonal and written and oral communication skills.	High

## Knowledge

A recognised degree in Architecture and/or Civil Engineering in addition to the competence, acquired through experience or through formal education, to be able to deal with the technical requirements of the position.	Mandatory
Possess a Warrant to exercise the profession in Malta of Architect and Civil Engineer.	Mandatory
Understanding of human resource management principles, practices, and procedures.	Mandatory

## Experience

Having an architectural background, with at least three years demonstrated experience in a similar position.	Mandatory
Proven experience in managing a team.	Desirable