



Terms of Reference

POSITION DESCRIPTION

Position Title	: Architect
Position Level	: 7 (M)
Terms	: Regular
Major Group	: Infrastructure and Design Division
Sub Group	: Design Section
Pay Scale	: 21,990 – 550 – 32,990

General Responsibilities:

Reporting: General Manager, IDD

Duties and Responsibilities:

1. Prepare design proposals for review and approval.
2. Prepare Architectural Design (Site analysis, site planning, architectural design, rendering, illustrate design concepts of a project to prepare working drawings etc.).
3. Prepare detailed architectural, water supply and sanitation drawings.
4. Preparation or assistance (in complex projects) in the preparation of project documentation (specifications, estimates, etc).
5. Assist in the administration of contracts for projects.
6. Shall assist other offices as when required which would consist of (Scrutinize architectural designs, drawings for proposed projects, review, analyze, and provide recommendation for technical sanction for works and goods.
7. Assist in selection and engagement of consultants for projects.
8. Provide data on site situations and spatial requirements especially during the initial planning stage for the preparation of a project proposal.
9. Develop and draft details of the project, based on information received.
10. Assigns, instructs, checks, monitors and corrects drafting work carried out by Estimators and Engineers.
11. Provide architectural coordination between contractors, between contractors, engineers and clients/divisions.
12. Understand and adhere to building codes (architectural, safety, engineering, sanitary etc). when preparing and implementing projects.
13. Prepare overall target determined by the specified job description and assigned projects.
14. Prepare schematic and conceptual plans.



33. Discuss the specification of materials to be used in the project.
34. Consult with other professionals (Engineers) about design;
35. Co-ordinate with other working professionals/ design team and the clients and produce detailed workings, drawings and specifications and process the approval of drawings prior to the commencement of work;
36. Assign, instruct, check, monitor and correct drafting work carried out by Draftspersons.
37. Clarifications (when necessary) of the drawings for the preparations of BOQ.
38. Prepare estimated project budgets.
39. Engage and co-ordinate with external consultants whenever necessary.
40. Review plans and specifications prepared by external consultants to ensure conformance with authorized budget and program plans and to provide technical sanction; provides advice alternative materials and methods.
41. carry out regular site visits to check on progress and ensure that the construction is done as designed;
42. resolve problems and issues that arise during construction;
43. In case of remodeling works: Site visit and preparation of detailed measured drawings for preparation of design and drawings for remodeling.
44. Site visit and manage the work progress and the quality of work at site.
45. Design custom furniture for NHDCL furniture manufacturing unit.

KNOWLEDGE AND SKILLS REQUIREMENTS

Education : Bachelors' Degree in Architects

Training : Designing

Experience : Fresh degree holder are eligible however; preference will be given to candidate with experience in the relevant field.

Knowledge of language(s) and other specialized requirements:

Good communication skills in Dzongkha and English. Must have strong interpersonal skills. Proficiency in creating detailed construction drawings and documents, good computer knowledge and skills in project management to oversee the entire process from design to construction.