



**Design**Express

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Janavaree Magu 20042  
Malé, Maldives

# JOB VACANCY

<b>TITLE:</b>	ARCHITECT
<b>POSTED DATE:</b>	23 MAY 2019
<b>POSTED #:</b>	DE-2019/JV/03

## 1. OVERVIEW

Design Express is looking for a hardworking and dedicated architect to be part of our design team. Architect will directly report to Managing Director (MD). The selected candidate will be working at Design Express studio in Male', Maldives.

## 2. RESPONSIBILITIES

- Thoroughly understand and raise questions on the design project
- Independently prepare and develop drawings, models, images and other documents in relation to the design
- Must prepare sketchworks both on CAD and on paper
- Liaise with members of the external design team and other associated organizations and companies and also with client where necessary with permission from MD
- Study and become thorough and apply the standards of Design Express in designs and documents
- Must have thorough understanding of the Building Code of Maldives. For expats new to Maldives, must be willing to quickly study the code and get familiar with its requirements
- Must proactively engage with the design team members to coordinate and discuss design issues and resolve by addressing it through all aspects of the problem such as MEP, structural and ID considerations
- Coordinate and maintain continuous and constant collaboration with the drafting team in order to help drafting members to produce best outcome
- Must take responsibility to assign, organize, manage and monitor and report progress of drafting works by drafting team of projects the architect is undertaking
- Must be responsible for timely delivery of all drawings and documentation (both soft copy and hard copy) of the project to MD for final verification and approval
- Ensure timely completion of timesheets, progress update schedules or other management and monitoring tools used by Design Express
- Need to ensure that the highest security is maintained at all times in the office (day and night) from the possibility of intruders, uninvited guests and deliveries
- Ensure all external doors remain closed and locked and only accessible to key-holders
- To contribute, or otherwise assist, as required

## 3. SKILLS AND QUALIFICATIONS

- Must be able to demonstrate the ability to undertake the above responsibilities
- Must possess first degree in architecture (part 1) or in a closely related discipline
- Must have a minimum of 2 years of experience in architectural design
- Exceptional skills in use of AutoCAD and other related design software
- Ability to use SketchUp, Revit, 3D StudioMax, AutoCAD 3D or other design software will be an added advantage
- Ability to produce photorealistic architectural renderings using any software mentioned above will be an added advantage
- Able to demonstrate exceptional design skills for developing complex floor plans and building facades in accordance to accepted building design architectural standards
- Experience and / or knowledge of building design with sustainability principles will be an added advantage
- Excellent organizational and multi-tasking skills
- Creativity, innovation and thinking out of the box for problem solving

- Able to understand and formulate design decisions and present for discussion
- Able to take initiative in response to direction or instruction
- Able to work under pressure and to tight deadlines
- Good written and verbal communication skills and articulate and diplomatic manner
- Good interpersonal skills and able to build good relationships at all levels, internally and externally
- Able to work as part of an effective team assisting and supporting team members
- Self-motivated and able to take responsibility
- Flexible attitude and willingness to learn new skills
- Able to demonstrate initiative and a proactive approach to daily tasks
- Due to the nature of the position and the requirement to meet deadlines there will be a requirement to work additional hours as necessary

The above description of the job defines the major activities of the role but they are not an exhaustive list and thus other works in-line with the that of the designation may need to be executed based on the projects Design Express is involved in. The selected candidate may also expect changes in the emphasis of the role which will however be discussed in advance. Therefore, the selected candidate should expect the requirement for a flexible approach to work.

#### 4. APPLICATION

Candidates must submit the following documents to [jobs@designexpress.mv](mailto:jobs@designexpress.mv)

- Covering Letter in PDF format
- Curriculum Vitae (CV) in PDF format
- Portfolio of Works in PDF format
- Educational Qualifications (Certificates) in PDF format
- Work Reference Letters in PDF format

Note: Each of the above file must be submitted as a single PDF file. Certificates and Reference Letters are not required to be certified true copies. You may scan the originals and create a single PDF.

#### 5. WORKING HOURS AND HOLIDAYS

8.00 AM to 5.00 PM Saturday to Thursday (1 Hour Lunch Break 12.00 PM to 1.00 PM)

##### Public Holidays:

Holiday	Date
Fridays	All Fridays
New Year's Day	1 January
Worker's Day	1 May
First Day of Ramazan	To be confirmed
Day of Eid-ul-Fitr	To be confirmed
Independence Day	26 July
Hajj Day	To be confirmed
Day of Eid-ul-Ad'ha	To be confirmed
National Day	29 October
Victory Day	3 November
Day of Commemoration of the Birth of Prophet Mohamed	To be confirmed
Republic Day	11 November
Day of Commemoration of the Maldives converting to Islam	To be confirmed

## **6. LEAVE ENTITLEMENT**

In accordance to Employment Act 2008 of the Republic of Maldives

## **7. CONTACT**

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Website: [www.designexpress.mv](http://www.designexpress.mv)

## **8. ABOUT US**

Founded in 2012, Design Express is a team of dedicated professional designers, architects and engineers based in Male', Maldives. Our works include designing of buildings & infrastructure in a diverse range of sectors from residential, office, hospitality, industrial to education. Our culture is strongly embedded in efficiency and flexibility and to that end design teams are organized in small groups to facilitate and encourage uninterrupted communication between team members and with clients.