



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Project Architect
JOB GRADE:	SOG/ST 7
POST NUMBER:	53630
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Civil Works Section
REPORTS TO:	Director, Civil Works Engineer
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the direction of the Director, Civil Works Engineer, the Project Architect is responsible to provide architectural support and advice to the Ministry and the Regional Health Authorities.

2. KEY OUTPUTS (Results, Deliverables)

- Major structures for capital projects designed and drawn;
- Architectural plans and drawings prepared;
- Implementation plan monitored;
- Architectural support provided;
- Inspection of structure carried out;
- Preliminary budget estimates prepared;
- Technical advice given;
- Monthly Progress Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)**A.) Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Section;
- Prepares individual work plan;
- Provides technical advice to the Ministry and its agencies on technical matters relating to architecture;

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- Prepares preliminary budget estimates for architect activities.
- Represents the Ministry at meetings and workshops;
- Prepares and submits progress report on a monthly basis or as required by the Director, Civil Works

B.) Technical/Professional Responsibilities;

- Participates as a member of multi-disciplinary project teams involved in evaluating project ideas and developing project profiles for approval by senior management;
- Designs and draws major structures for capital projects as assigned by the Director, Civil Works Engineer;
- Liaises with Quality Surveyor to ensure preparation of Bills of Quantities for the architectural components of the Ministry's Capital projects;
- Reviews architectural plans, drawings and submissions from external agencies to ensure that they meet specification. Submits report to the Director, Civil Works;
- Participates in the preparation and evaluation of Pre-qualification and Tender documents for construction projects being undertaken by the Ministry of Health and Regional Health Authorities;
- Liaises with Contractors on building sites to ensure that the work is carried out in accordance with specifications and plans;
- Attends site meetings and carry out on the spot inspections;
- Collaborates with the Project Management Specialist and Project Engineer to ensure the compliance of contractors with the terms and conditions of their contracts;
- Provides architectural support for all capital projects being undertaken by the Ministry of Health and Regional Health Authorities;
- Verifies payment vouchers submitted by contractors and recommends payment for architectural work carried out;

- Monitors implementation plan to ensure the work is carried out in keeping with agreed schedules;
- Advises the Director, Project Planning and Maintenance and the Director, Civil Works Engineer on all technical matters relating to architecture;
- Carries out inspections of the structure, **sitting** and use-feasibility of buildings being considered for rent or purchase for health facilities. Makes recommendations on the suitability of premises to the Director, Civil Works Engineer;
- Prepares status reports as required, and submits to the Director, Civil Works Engineer;
- Keeps abreast of developments in the field of architecture and civil works.

C.) Other Responsibilities:

- Perform other related duties, as assigned by the Director, Civil Works from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Major structures for capital projects designed and drawn in keeping with specifications and are consistent with the relevant codes and regulations;
- Architectural plans, drawings and submissions reviewed, meet specifications and are consistent with the Town Planning Code, the National Building Code and other relevant codes.
- Implementation plan monitored in keeping with established guidelines and agreed schedules;
- Architectural support provided as the need arises;
- Inspection of structure to ensure the suitability of premises for rent or purchase carried out in keeping with established guidelines;
- Preliminary budget estimates prepared within the specified time frame;
- Advice given is technically sound.

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- Monthly Progress Reports are comprehensive, accurate and submitted within specified time frame.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Project, Planning and Maintenance	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Civil Works Engineer	Obtain advice, receive directives and guidance, work assignments, information regarding portfolio and provide feedback
Project Management Specialist, Project Engineer	Collaborates, ensuring compliance by contractors
Members of staff in the Division	Collaborates, matters relating to various project activities
Regional Health Authorities - Directors, Operation and Maintenance	Matters relating to the design of buildings

ii) External Contact

Contact	Purpose of Communication
Contractors	Matters relating to review of architectural plans, drawings and submissions; compliance with specifications and plans

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills;
- Good decision-making and problem solving skills;
- Good planning, organizing and time management skills;

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- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- In-depth knowledge of building design, construction and maintenance;
- Sound knowledge of Jamaican Building and Electrical Code;
- Sound knowledge of the Town Planning Department's Code;
- Expertise in the application of project management techniques and tools;
- Ability to design and plan major construction projects;
- Computer literate with working knowledge of Autocad software and/or other computer aided design software;
- In-depth knowledge of Government's tendering requirements and procedures;
- Working knowledge of quantitative analysis and statistical techniques

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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- A Bachelors Degree in Architecture from an academic institution accredited by the Jamaica Institute of Architects
- Training in Project Management
- Six (6) years working experience in construction management- or
- Any equivalent combination of education and experience

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;
- Required to visit construction sites;
- Required to travel island wide.

9. AUTHORITY TO:

- Certify payment vouchers from contractors as per contract;
- Conduct site visits and recommend modifications to civil works, as required.

10. WORKING CONDITIONS

- Normal office conditions;

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