

LAND & HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION

POSITION: ARCHITECT	DEPARTMENT: TECHNICAL SERVICES	ISSUE DATE: 2016 Revised dates : April 2017
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Incumbent:		Job Title:	Architect
Date appointed to substantive position	1 st April 2019	Salary:	\$37,491 - \$ 56,236
Division:	Housing & Land Development	Department:	Technical Services
Reports to:	Manager Technical Services / Senior Architect		
No. of subordinates	Nil	Contract term:	3 years
Supervisor's Name:		Location:	Valelevu

Organizational Environment:

Role of Organisation:

The purpose of Housing Authority is to develop and produce affordable lots and mortgage financing with attractive loan packages on a competitive basis to all customers with special focus on low-income earners.

Role of Division:

The Land & Housing Development Division is responsible for the Acquisition, Subdivision and the Production of Homes / Housing Units.

The Core Activities include:

Land development/house construction

- Development of land.
- Design House Design & Construction of houses.
- Production of fully serviced lots
- Property management.

Role of Department:

The department is responsible for the sub-division planning, approval of housing schemes and engineering plans, development for scheme plans, and the constructions of houses and subdivisions, maintenance of all HA offices and the strata schemes within the time frame and budget allocated.

Role of Section:

The section is responsible for the overall planning, development and Building construction, construction of subdivisional projects for HA.

Primary Purpose:

This position directly reports to the Senior Architect/Manager Technical Services, for the Authority's performance in the area of land and housing development, for planning, designing and implementing mixed development projects, such as affordable houses designs for low income, middle and high income customers, including designing new innovative layouts that can build a better housing estate community.

Position Dimension:

Finance: as allocated for each projects

Staff: Direct: according to organisation structure

Indirect: Chief Executive Officer, Legal Counsel, Engineers, Surveyors, General Manager and Managers from Customer relations, General Manager Finance & Administration.

Asset: Desktops and office furniture's.

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Nature & Scope:**Interpersonal Relationship:**

The position is a managerial one and will be part of the management team for LHD

Internal:

Land & Housing Development
Customer Relations

External:

Local Authorities [Towns/City Councils]
Department of Town & Country Planning
Fiji Roads Authority
Fiji Water Authority
Fiji Electricity Authority
Contractors
Subcontractor

Reporting Requirements:

The Position shall report directly to the respective Senior Architect/ Manager Technical services who will allocate and supervise his/her tasks.

Reports submitted to supervisor:

Weekly/Monthly activities conducted by Team

Role of subordinates (if they exist):

As described in their respective position descriptions.

Decision Making:

- 1) Ensure that all Masterplan, housing designs and strata designs are aligned to all statutory requirements and comply with Quality Assurance
- 2) Ensure projects is completed by the team within the timeframe.
- 3) Ensure that expenses are within budget allocated.
- 4) Ensure all housing constructions are aligned to all proper Quality assurance regulation, statutory requirements and abide by Fiji Building Code Standards.

Challenges:

- 1) To ensure that the projects are completed within timeframe.
- 2) To ensure that there are minimal complaints from stakeholders, landlords, tenants and staff with regards to compliance with statutory requirement and payment.
- 3) Compliance with new legislations and upholds the quality assurance of legislation from Fiji Buildings codes and requirements.
- 4) To design house plans and specify materials that can accommodate low income earners for HA.
- 5) To design and update standard house plans on yearly basis.

Principal Accountabilities:

- 1) Assist Senior Architect in the managing and planning construction project
- 2) Provide and discuss new design and conceptual ideas for Low cost housing design with Senior Architect.
- 3) Liaising with local authorities, municipal councils, environmental agencies and statutory authorities and government departments on the requirements and implications of the construction
- 4) Assist Senior Architect in Ensuring Occupational Health & Safety compliance on site
- 5) Assist Senior Architect in providing quality control and assurance to ensure that the project objectives are met.
- 6) Assist Senior Architect in ensuring that the budget of the project within an estimated cost.
- 7) Assist Senior Architect in Scheduling the construction work for house and strata construction.

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- 8) Assist Senior Architect in ensuring that the project starts on time and ends within the estimated duration.
- 9) Provide Masterplan of designated Housing Authority Subdivisions
- 10) Provide and Monitor Standard House plans for Housing Authority.
- 11) Assist in the effective management of contract and construction issues, negotiate suitable outcomes and avoid contract disputes.
- 12) Provide delivery of projects to the quality, timelines, budgetary and production targets.
- 13) Provide up-to-date project schedules and targets, and monitor progress utilizing appropriate project management tools.
- 14) Compile and Provide of weekly and monthly progress reports to the respective Manager as and when required.
- 15) Maintain a good relationship with all relevant stakeholders and service providers, approval agencies and authorities to achieve Housing Authority development objectives to ensure project deliverables are met.
- 16) Prepare contract documentation for consultancy services.
- 17) Carryout construction supervision and site management and report to Senior Architect.
- 18) as necessary
- 19) Any other job assigned by the respective Manager r Senior Architect

Additional Responsibilities:

- 1) Assist in the review reports, plans, designs, drawings, documents & submissions by external parties, consultants or in-house design team.
- 2) Representing the Authority for selected projects, in consultancy terms of providing scope, prepare invitation for pricing, tender process, payments and documentations for respective projects.
- 3) Represent the Authority in all community meetings and dealings during construction phase.
- 4) Provide Video presentation for all housing plans and design for HA marketing purposes.
- 5) Provide the conceptual plans for the new Lautoka Office.
- 6) Modify and integrate a new conceptual plans for the single and double storey duplex for our coming subdivisions.
- 7) Assist Village Scheme in providing the required house plans and costing.
- 8) Prepare report and Board Papers for Project In charge.
- 9) Member of Public Relations committee.

Knowledge, Skills and Experience**Knowledge**

- 1) Possess excellent knowledge of design and construction knowledge of sustainable practices, structural and material technological advances and current standard practices.
- 2) Have thorough knowledge on Fiji National Building Codes and Town Planning Requirements.
- 3) Have thorough knowledge and experience with Microsoft applications. Knowledge of specialist software.
- 4) Be able to demonstrate knowledge and awareness of appropriate legislation and codes.
- 5) Able to produce working drawings, tender drawings and constructions drawings.

Skills

- 1) Very well versed on Building Software's
- 2) Auto CAD, 3 D Software's,
- 3) Presentation software's, - Photoshop
- 4) Revit Architecture will be an advantage
- 5) Critical thinking abilities, to enable one to integrate enormous amounts of information to design systems that prevent problems.
- 6) Must also be quick, decisive problem solver as time is money in the business

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- 7) Strong quality management and process improvement
- 8) Project budgeting development and cost management skills
- 9) Possess excellent interpersonal skills

Experience

Have a minimum of 5-7 years Fiji experience, Housing and Architectural Designs, master planning, urban planning, infrastructure development, with demonstrated awareness of Fiji construction industry practices.

MQR

- 1) Attain recognized Degree in Architectural Studies with Design and Construction focus.
- 2) Minimum of 5-7 years Fiji experience, housing and architectural Designs, master planning, urban planning, infrastructure development, with demonstrated awareness of Fiji construction industry practices.
- 3) Thorough understanding and awareness of relevant Australian, New Zealand and Fiji design, construction, planning and development Standards.
- 4) Member of Fiji Architects Association is an advantage.
- 5) Possess a valid Group 2 Fiji Driver's License.

Salary Range: \$37,491 - \$ 56,236

Band : 6

POSITION HOLDER: _____ **DATE:** _____

MANAGER TECHNICAL SERVICES: _____ **DATE:** _____

GM LAND & HOUSING DEVELOPMENT: _____ **DATE:** _____

CHIEF EXECUTIVE OFFICER: _____ **DATE:** _____