MINISTRY OF YOUTH AND SPORTS

SCHEME OF SERVICE

Post: Architect (on contract)

Salary: Rs 29400 to Rs 62 950 (negotiable, depending on qualifications and experience)

Qualifications: By selection from Candidates who:

(i) are registered as Professional Architect under Section 19 of the Professional Architects’ Council Act;

(ii) have good knowledge of and experience in the design and supervision of building projects; and

(iii) reckon experience in Computer Aided Design Software.

(iv) have a minimum of 5 years post-registration experience as an Architect.

Candidates should produce written evidence of knowledge/experience claimed.

Duties

To be responsible to the Permanent Secretary for the following in relation to the infrastructural development projects of the Ministry and of its specialized agencies:-

1. to design and supervise building projects.

2. to arrange for surveys of sites of existing buildings.

3. to liaise with other members of the building implementation team for preparation of drawings and supervision of projects.

4. to assist in the monitoring of building projects and administration of building contract.

5. to participate in evaluation of tenders.

6. to attend meetings/committees in connection with the above duties.

7. to assist in the preparation of scope of works, bid specifications and documents.

8. to use ICT in the performance of his duties.

9. to perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected in relation to the Ministry and its specialized agencies.