

### Terms of Reference of Architect

<b>Position Title</b>	:	Architect
<b>Nature of Employment</b>	:	Contract
<b>Number of Posts</b>	:	05 (Five)

#### 1. Background

The Gyalsung Infra is executing the infrastructure development works at Jamtsholing in Samtse, Tareythang in Sarpang, Pemathang in Samdrup Jongkhar, Khotokha in Wangdueprodrang and Bongdeyma in Mongar. The main infrastructures of all the academies are expected to be completed by the end of 2023.

#### 2. Qualification, Work Experience and Competence

2.1 **Qualification** : Minimum of a Bachelor's Degree in Architecture

2.2 **Work Experience** : Minimum three (3) years of work experience in architectural designing and implementation of the architectural projects

2.3 **Competency**:

##### **Software Knowledge**

Proficient in AutoCAD applications; Sketch Up, Photoshop, Lumion and other design related software which would be helpful in detailing and bringing clarity to the designs and concepts.

##### **Professional/Technical Knowledge**

- Proficient in building design and understanding of construction.
- Good understanding of structural, electrical, mechanical, plumbing, communication and utility components and their relationship.

##### **Design, Development, Planning and Analysis**

- Ability to analyze site conditions, design requirements, and issues and recommend interventions.
- Ability to develop project outlines and time lines in keeping with the overall project schedule.
- Ability to carry out independent research and analysis related to the site conditions, building and finishing materials and technology.
- Ability to establish and maintain cooperative working relationships; and

##### **Management**

- Ability to organize meetings and coordinate project activities.
- Ability to handle professional issues arising out of overlapping responsibilities and lack of clarity in the design and drawings.

##### **Communication**

- Ability to share ideas, provide recommendation, give advice, notify issues, and explain drawings

in written, verbal and graphic representation.

### **3. Duties and Responsibilities of Architect**

The Architect shall attend to the following responsibilities:

- a) Preparation of conceptual plans, architectural designs, drawings and 3 D illustrations.
- b) Preparation and presentation of architectural designs and drawings, and issues at site.
- c) Review drawings prior to implementation and report issues if any to the Project Manager for further necessary action.
- d) Review design proposals and collaborate in resolving issues.
- e) Preparation or assist in the preparation of the project documentation and reports;
- f) Site supervision and monitoring of works as per the work schedule and as and when required and prepare report;
- g) Review specification of materials and ensure they are as per the design and drawings ;
- h) Coordination of discussion and consultation of architectural issues between engineers and professionals about design;
- i) Understand and adhere to building codes (architectural, safety, engineering, sanitary, etc.) when preparing and implementing a project;
- j) Promote team work and professionalism; and
- k) Carry out any other work assigned by the management from time to time.

### **4. Placement:**

- i. **Gyalsung Academy Project Sites: Five Architects** shall be placed at Gyalsung Academy Project Sites located at Jamtsholing, Tareythang, Pemathang, Khotokha and Bongdeyma.

### **5. Reporting:**

The Architect placed at Project sites shall report to the respective Project Manager at Gyalsung Academy-Project Site.

### **6. Terms of Employment:**

Candidate shall be recruited on "Contract" for an initial period of 2 (Two) years. The employment term shall be extended based on the performance of the candidate and the status of the project.

### **7. Remuneration and Benefits:**

The pay & allowances and other benefits of the candidates shall be as per the provisions of the Gyalsung Infra Project Implementation Manual.