

Ministry of Justice

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Architect (contract)** in the **Project Management and Technical Services Division**; salary **\$5,274,000.00** per annum.

Job Purpose

The Architect is responsible for the management of all projects - capital works, bilateral and multilateral projects and to provide enterprise-wide project management services.

Key Responsibilities include but are not limited to the following:

- Designs projects and/or review architectural or engineering plans, specifications and contract documents to ensure compliance with government codes, laws and regulations.
- Prepares and/or review preliminary designs, working drawings, specifications and cost estimates related to the project.
- Provides technical expertise in development or review of policies and procedures in relation to architectural structures and systems and construction/safety codes.
- Researches literature and maintain knowledge of current building materials, structural, mechanical and electrical system codes and methods of application.
- Performs design drafting including preliminary drawings, working drawings and full detail drawings for architectural, structural and mechanical works associated with building construction or improvement projects.
- Provides finish selections including colour palettes, carpet and wall finishes, lighting and other various interior selections.
- Reviews request for proposals (RFPs)/request for quotations (RFQs).

Required Knowledge Skills and Competencies:

- Integrity
- Problem solving and decision making
- Knowledge of Autocad/Autodesk Revit software
- Knowledge of Government Building Regulations

Qualifications and Experience

- M. Arch. or B. Arch in Architecture
- A minimum of eight (8) years' experience
- Project Management Certificate
- Experience in working on Public Sector projects will be a significant asset.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor no later than Friday, January 17, 2025 to:

Senior Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

Email: careers@moj.gov.jm

Website: <https://moj.gov.jm/careers/apply>

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.