



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity:	MINISTRY OF JUSTICE
Proposed Job Title	Architect
Job Grade	
Post Number	
Branch	Technical Services
Division	Project Management, Evaluation & Technical Services
Reports To:	Director, Technical Services
Direct Reports	Project Administrator (Clerk of Works)(SOG/ST 6)
Indirect Reports	

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

A. JOB PURPOSE STATEMENT (reason for job existing)

To provide Architectural services to facilitate the Ministry in achieving its mandate of establishing a sound court infrastructure and providing increased and improved access to justice services.

B. KEY OUTPUTS

- Proposed sites visited, evaluated and approved
- Projects completed on time and in budget
- Site reports prepared
- Efficient and Cost effective Building Designs produced and executed
- Designs by Consultants/other agencies reviewed and approved
- Designs, Specifications and Construction meet the Ministry's guidelines and standard
- Site safety and operational procedures reviewed
- Payment Certificates reviewed
- Approved remodeling / renovation of existing Facilities
- Construction Works on sites monitored and adequately managed
- Performance of staff and contractors managed

C. KEY RESPONSIBILITY AREAS

Technical

- Attends and leads site and other meetings
- Visits, evaluates and approves proposed sites and approve all designs
- Prepares site reports
- Prepares efficient and cost effective building designs
- Prepares sites for handing over to Contractors
- Contractors' Work programmes approved
- Approves payment certificates
- Approves remodeling / renovation of existing Facilities
- Designs by Consultants/other agencies approved
- Ensures construction works on sites coincide with approved work programmes

- Designs, Specifications and Construction that meet the Ministry's guidelines and standard
- Approves construction programmes submitted by contractors
- Devises means and methods to effect reduction in the operational and maintenance cost of judicial buildings.
- Attends various contract awards committee meetings
- Establishes the timetable, budgets and goals for various projects and sets priorities as well as schedules for construction projects.
- Reviews and approves schedule of defects prepared by the Projects Administrator
- Ensures defects identified by internal and external stakeholders are addressed
- Prepares and approves punch list
- Approves practical completion certificates
- Certifies variation on construction projects
- Prepares design briefs for projects

Management/Administrative Responsibilities

- Assists in developing the work plan for the Unit
- Attends and chairs the division's senior staff meetings as required
- Attends the civil work meetings of all projects
- Attends meetings, Conferences and other functions on behalf of the Ministry
- Advises the Director, Technical Services on the needs of the Branch

HR Responsibilities

- Manages the welfare and development of staff supervised through guiding coaching, mentoring and the preparation of performance appraisals
- Recommends supervisees for further training and development
- Provides leadership to staff members through effective objective setting, delegation and communication
- Participates in the recruitment of staff for the Branch
- Ensures that the staff is aware of and adhere to the regulations of the Branch and Ministry
- Appraise staff performance

OTHER

Performs any other related duties which may be assigned from time to time

D. PERFORMANCE STANDARDS

- Scheduled/ad hoc site meetings are convened and attended
- Minutes of site meetings are prepared and distributed
- Working drawings are produced within the agreed timeframe in accordance with the Ministry's guidelines and standards
- Construction queries are prepared and delivered to contractors within two days of discovery
- The Unit's work plan is prepared to support the Strategic Objectives of the Ministry
- Follow up mechanism is implemented for Architectural Designs
- Welfare of staff is clearly identified and addressed
- Agreed preliminary designs are completed within one month after each site visit.
- Recommendations for payments are in accordance with work done
- Construction Programmes are reviewed monthly and feedback given to Contractors

E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Oral Communication		Use of technology	
Written Communication		Problem solving and decision making	
Integrity		Planning and organizing	
Team Work & Cooperation		Goal/result oriented	
Initiative			
Compliance			
Time Management			
Interpersonal			
Adaptability			
Customer and Quality Focus			

I. Other Competencies	Level
Site inspection skills	
Knowledge of Government Building Regulations	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE
<p>(a) Specific knowledge (however acquired) required to start:</p> <ul style="list-style-type: none"> • Training in Project Management <p>(b) Qualifications and Experience</p> <ul style="list-style-type: none"> • MSc. In Architecture along with professional accreditation • A minimum of ten (10) years' practical experience • Experience in working with Parish Councils/KSAMC and developers would be an asset. • Knowledge of historic preservation in Architecture and Civil Works would be an asset. <p>(c) Continuous Professional Development</p> <ul style="list-style-type: none"> • Training and extensive experience in the use of Computer Aided Design (AUTOCAD) Programme would be an asset.

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB
<ul style="list-style-type: none"> • Required to travel islandwide to visit construction sites • Required to work beyond normal working hours at times in order to meet deadlines • Required to inspect buildings at heights that are considered hazardous • Required to work under various climatic conditions

H. AUTHORITY
<ul style="list-style-type: none"> • Approve leave and promotion of staff supervised in accordance with established Human Resource Policies

- ▣ Approve Completion Certificates
- ▣ Approve completed drawings
- ▣ Approve Variation Orders
- ▣ Approve/Reject Construction Works on Site
- ▣ Approve solutions to architectural problems
- ▣ Instruct contractors on sites
- ▣ Recommend payment Certificates
- ▣ Approve Construction Works for Payment