

Tuvalu Government – Job Description



Position Title:	Assistant Architect	
Level and Salary:	T1 – T3	\$15,448 to \$29,287
Ministry and Division:	Public Works, Infrastructure Development & Water	Public Works
Location:	Funafuti	
Reports to:	Deputy Director of Works and Architect	

JOB PURPOSE:

To provide support to architecture design and planning on all Government building projects.

KEY RESPONSIBILITIES:

1. Contribute to appropriate architecture design and planning for government projects.
2. Manage the compliance and timely drafting of architect proposals.
3. Support the architect and project officer on building projects
4. Manage the records of all government design projects.
5. Assist the architect with government building design projects.

MAIN DUTIES AND OUTCOMES:

1.1 Conduct the drafting of design proposals in compliance with appropriate specifications and direction.

2.1 Work with the draughtsman to ensure designs are drafted in the agreed timeframe and comply with the architect proposal.

2.2 Manage any matters that may affect the timely delivery of the design proposals.

2.1 Submit accurate and timely reports on all design proposals and progress.

3.1 Work with and support the architect and project officer to ensure they are able to carry out efficient services.

4.1 Record and maintain accurate records for each government project design to ensure enable the Design and Supervision Unit to formulate a design database.

5.1 Assist the architect in all building related matters, tender and specification documentation.

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MANDATORY REQUIREMENTS:

Diploma in Architecture or other relevant qualification from a recognised institution
At least three years working experience in Quantity surveying works
Sound knowledge on materials, building technologies and structural design principles

DESIRABLE REQUIREMENTS:

Advanced excel spreadsheet, AutoCAD and access database skills

Creative, design and problem solving capabilities
Good written and oral communication skills (Tuvaluan and English)
High-level attention to detail and accuracy
Ability to liaise with a range of stakeholders
Sound time management skills

NOTE: THIS POSITION MAY REQUIRE WORK OUTSIDE OF NORMAL WORKING HOURS