



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

PROPERTY OFFICER (ARCHITECT) (SOG/ST7) - VACANT

SALARY SCALE: \$5,198,035.00 – \$6,990,779.00 PER ANNUM

JOB PURPOSE

The incumbent will be responsible for designing, managing and delivering a broad range of building related projects across the national security portfolio. He/she will undertake the design, specification and management of building projects in a lead or support role, depending on the project size, complexity and scale. The successful candidate will also be required to lead multi-disciplinary design teams on projects from initial conception through detailed design, tender and construction. Finally, the incumbent will work collaboratively with both internal and external stakeholders to produce fit for purpose security infrastructure while adhering to well-defined functional objectives and simultaneously demonstrating innovativeness through the introduction of new ideas and concepts related to the built environment.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Developing architectural designs for small to medium construction projects to include facilitating the preparation of design briefs, preparation and presentation of conceptual designs and subsequently detailed designs;
- Assisting in the retention and management of consultant architects on large construction projects to include preparation of design briefs, Terms of References, reviewing designs and preparing payment recommendations and contract administration;
- Liaising with other construction professionals to include mechanical, electrical, plumbing and civil/structural engineers to ensure the completeness of final designs in accordance with Jamaica's Building Regulations
- Engaging the planning authorities (i.e. Municipal Corporations, National Environmental Planning Agency, National Works Agency etc.) to obtain the relevant approvals or construction permits;
- Providing supervision of construction and renovation of assigned projects so as to ensure compliance with approved designs and established guidelines for the use of public funds;
- Supporting the public investments and procurement processes through the provision of technical guidance in respect of assigned projects, including the review of bidding documents, draft contracts, Project Concepts and Project Proposals.
- Managing assigned renovation projects to include developing scopes of work, developing working drawings, monitoring contractors, preparing payment requests in respect of assigned projects. Ministry.
- Liaising with the National Land Agency to administer lease agreements and/or acquire property on behalf of the Ministry to include obtaining valuation reports, draft terms of lease and/or sale agreements.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Architecture or related field;
- Five (5) years of architectural experience including the use of AUTOCAD, REVIT, Sketch-up and Photoshop technology; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- At least 2 years experience developing and submitting designs for approval by the planning authorities (i.e. Municipal Corporation, National Environmental Planning Agency, National Works Agency, Jamaica Fire Brigade).

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Sound knowledge contemporary architectural design principles and practices
- Sound knowledge of the building approval processes
- Sound knowledge of National Building Codes, National Environmental Planning Laws, the Procurement Guidelines and other applicable guidelines and standards;
- Sound knowledge of the construction industry standards;
- Good Technical Report writing skills;
- Excellent oral and presentation skills
- Ability to prioritize, plan and organize workloads;
- High level of proficiency in interpreting architectural and engineering designs;
- Ability to manage projects from initiation through to completion;
- Negotiating skills

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to obnoxious surroundings;
- Working in stressful and hazardous environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel island wide.

Interested persons should forward their applications and resume **NO LATER THAN May 17, 2024**, to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Property Officer – Architect (SOG/ST7)

Please note that we thank all for responding but only shortlisted applicants will be contacted.