

**General Information****Tel:** 011 403 3425**Web:** www.themvulatrust.org.za**NPO Registration No:** 005 - 110**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT****DATE POSTED:** 25 August 2024**CLOSING DATE:** 30 August 2024**JOB TITLE:** Professional Architect Technologist (24 months contract)**REGION:** Eastern Cape Regional Office(East London)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office (East London)

The objective of the Position

The Architectural Technologist will be responsible for overseeing and managing building projects from inception to completion. The Architectural Technologist will work closely with clients, external and internal professionals, and contractors to ensure that projects are delivered on time, within budget, and meet the highest standards of quality.

Key Performance Indicators

The Architectural Technologist will be responsible for overseeing and managing architectural activities relating to all allocated programmes and projects. This must feed into planning and the detailed project implementation plan.

- Carry out quality and performance reviews for all projects at key approval points to ensure compliance with designs (inception, preliminary, detailed design, tender, PC, etc) from other external Architects.
- Provide design inputs on infrastructure projects that The Mvula is involved with.
- Determine project specifications by studying the designs, client's requirements, and performance standards.
- Ensure that works adhere to quality building standards and engineering specifications.
- Ensure the contracts/ project record management and filing are commensurate with the stages of the project (soft and hard copy).
- Conduct risk assessment and develop and implement mitigation measures.
- Produce and evaluate feasibility studies
- Evaluate resources and assess environmental impact, assess and manage survey requirements, and produce surveys.
- Address any design-related issues that arise during construction and provide timely solutions.
- Skilled in documenting and building large-scale mixed-use and complex commercial buildings.
- Proficient in creating sketch illustrations using Revit/CAD.
- Experienced in preparing council submission documents (SDP and Building Plans) and ensuring coordination.
- Able to produce detailed working drawings that align smoothly with other disciplines.

Board of Trustees: Asivhanga Tshibubudze (Chairperson), Silas Mbedzi (CEO) and Alufheli Dowelani.

- Prepare concept design to the final set of construction drawings to the specifications and requirements of the company. This includes accurate measurement and scoping of existing buildings for final as-built drawings.
- Ensure drawings are compliant with National Building Regulations SANS and other statutory construction requirements in respect of retail premises.
- Manage and submit constructions & signage drawings for council and or client department approval, liaising with stakeholders in the approval process, and obtaining occupation certificates as a result.
- Attends site meetings and performs quality control inspections.
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- Values teamwork and collaborates effectively with others.
- Stay up to date with industry trends, building codes, and regulations to ensure projects meet current standards.
- Assist and support Project teams in managing various projects.
- Act as Principal Agent on building projects.
- Manage allocated projects within scope, time, quality, and budget.

Qualifications and Experience

- A National Diploma/ Degree in Architecture or related field.
- At least 10 years' experience in construction.
- Registered with the South African Council for the Architectural Profession (SACAP).
- Proficiency in Revit with certification will be an added advantage.
- Advanced knowledge and experience in council documentation and submission processes.
- Advanced proficiency in technical detailing and construction documents.
- Advanced understanding of site administration and project management.
- Strong experience in drawing up costings, schedules & other project documentation.
- Advanced understanding of the architectural design process and integration of interior architecture with the ability to develop interior design element components.
- Advanced knowledge of technical detailing and construction documents.
- Advanced knowledge of site administration and project management.
- Skilled in managing multiple projects through all phases of construction

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.