

JOB DESCRIPTION (JD)

Executive Architect

This job outline is not necessarily an exhaustive list of all the duties of the position and SKDAA reserves the right to change the specific duties of the position in order to meet the business needs.

DESIGNATION :	✓ Executive Architect (min. 5-8 yrs of experience)
REPORTING TO :	✓ Principal / CEO
ROLE AND RESPONSIBILITIES :	The Executive Architect will lead, direct, supervise and monitor all aspects of a project subsequent to the Design Stage i.e from Tendering and Construction stages to Completion. This will also include consultant co-ordination, project monitoring and co-ordination during the construction stages. He /She will also be expected to assist in Capacity Building of Architects i.e. Building up co-ordination and technical capabilities of all architects in the team / firm. (Professional staff management).
KEY SOFT SKILLS:	<ul style="list-style-type: none">▪ Self-starter and can operate independently as needed.▪ Logical problem-solving abilities.▪ Excellent leadership, interpersonal, and team building skills.▪ Advanced listening skills, written and verbal communication skills.▪ Ability to multi-task and maintain professional demeanour under pressure.▪ Strong project management and client relationship skills.▪ Organization and time management expertise.▪ Motivating the team▪ Mentoring and People development capabilities.▪ Ethical behaviour.▪ Assist in Training and Development.