



JOB VACANCY

9 FEBRUARY 2009

Company: COMMUNITY HOUSING – EAST TIMOR
Location: Dili, East Timor

Position: Manager Construction and Design

Duties & Responsibilities

- Responsible for development and management of architectural services within Timor Leste.
- Taking responsibility for projects from start to finish
- Responsible for the coordination of projects, ensuring the flow of design and contract documentation work through the office to meet timelines and design-to-cost requirements.
- Analyzing project briefs;
- Participating in land search and acquisition
- Liaising with project partner organizations and head office;
- Project design;
- Producing documentation for planning applications;
- Contract administration, correspondence and reports,
- Preparation of contract documentation, liaison with consultants;
- Other duties as required

(It should be noted that services are in a constant state of development, and some of the above duties may change during the period of employment.)

Reporting

- This position reports to the Country Director-Timor Leste and Manager Project Services-CHL Melbourne.

Essential Skills & Qualifications

- University degree in Architecture.
- Computer literacy; Extensive experience Working with AUTOCAD; Working knowledge on use of Microsoft Office Professional (Word, Excel, Outlook, Powerpoint).
- Willingness to work abroad for extended periods of time.
- Good communication skills.
- Demonstrated interest in architectural design in developing countries.

Preferred Skills & Qualifications

- Previous working experience East Timor.
- Previous working experience with community based projects.
- Experience in construction surveillance and team management.
- Knowledge of construction costs control.
- Professional Interest in design and construction areas related to *Affordable Housing / Social Sustainable Projects*.
- Knowledge of PHOTOSHOP and ARCHICAD software would be considered an advantage.

Language Requirements

- Excellent knowledge of written and spoken English language is mandatory. (Work developed in English)
- Preference for candidates with knowledge of written and spoken Portuguese.
- Knowledge of local language, Tetum will also be an advantage.

Experience

At least two years experience in Architectural Design and Construction supervision.

General conditions

- Gross Salary per annum to be negotiated.
- Salary payable monthly.
- Two round trips between Dili and city of origin per annum.
- 20 days annual leave per annum
- Insurance for medical evacuation and evacuation due to civil unrest
- Provision of mobile phone including reasonable local calls.
- Provision of motorbike (At employee's own risk) including all expenses and fuel.
- Occasional use of a company car (At employee's own risk) on weekends for personal use.

Start date: Employment is to commence 1 April 2009.

Contract length: Full time; One year renewable contract.

Position location: Dili, East Timor.

Submission of Applications

Qualified candidates may submit ASAP their application consisting of letter of interest and complete Curriculum Vitae via e-mail to chris.hollonds@chl.org.au

For more information on Community Housing East Timor, please visit the CHL website at:

<http://www.chl.org.au/>