

“To provide and sustain decent social and affordable housing opportunities promoting stability and supporting social mobility.”

Vacancy

Graduate Architect

The Housing Authority is currently seeking to recruit a motivated person to fill the post above on a full-time and definite contract basis of three years. The nature of the contract will change from definite to indefinite once the employee is granted a Warrant of Perit as regulated by the provisions of Chapter 622 - Periti Act, within the duration of this employment contract. The employee will be promoted to grade of Architect upon successfully obtaining the Warrant of Perit and subject to satisfactory performance.

The Graduate Architect will dedicate their time, attention, expertise, and professional abilities to the work of the Housing Authority during the designated working hours. They will support the Authority in delivering professional and technical services to achieve its objectives.

Applicant must be able to work independently, collaboratively and in a fast-paced environment. It will be necessary to demonstrate an ability to prioritize workloads and multi-task effectively. This position will appeal to individuals having strong organizational skills, are goal driven, have commitment to teamwork and cooperation with the ability to manage and interact with all levels within the Authority.

Requisites:

- i. In possession of a recognized Bachelor's Degree at MQF level 6 in Architecture and Civil Engineering (at least at the level as defined by regulation 13(e) in the Recognition of Professional Qualifications Regulations), or a comparable professional qualification, which at the relevant time is recognized by the Periti Warranting Board to be satisfactory for the granting of a Warrant of Perit as regulated by the provisions of Chapter 622 Act XIII of 2021 (Periti Act) in the Civil Code.

And

- ii. able to communicate in both the Maltese and English languages

Interested candidates are invited to submit a letter of application including a detailed CV to the Human Resources Section via email on vacancies.ha@ha.gov.mt

An Interviewing Board will be set up to decide which application merits approval.

JobsPlus Permit: 1194/2024

Job Description: Graduate Architect (Non-Warranted)

The Graduate Architect will dedicate their time, attention, expertise, and professional abilities to the work of the Housing Authority during the designated working hours. They will support the Authority in delivering professional and technical services to achieve the following objectives:

1. Maintenance and Improvements:

- Implement planned maintenance and upgrades of existing housing stock.
- Deliver responsive repair services for occupied premises.

2. Accessibility Enhancements:

- Facilitate the installation of lifts and other accessibility measures in housing units.

3. Development of Rental Housing:

- Assist in the provision of housing units for rent, including the finishing, refurbishment, and rehabilitation of vacant premises.

4. External Upgrades:

- Contribute to the maintenance, improvement, and embellishment of external areas within housing estates.

5. Energy Efficiency Projects:

- Support the retrofitting of housing blocks for energy efficiency.

6. Technical Support for Housing Authority Initiatives:

- Provide architectural and technical expertise for various schemes and initiatives led by the Housing Authority.

Key Responsibilities:

The Graduate Architect will work as part of a multidisciplinary team to achieve the Housing Authority's objectives in the provision, maintenance, repair, and improvement of housing. Under the supervision of a warranted architect, their duties will include:

• Design and Technical Services:

- Provide comprehensive professional services, including architectural and structural design, preparation of plans, detailed drawings, and related documentation.
- Assist in the submission of applications for permits, certifications, and compliance as required by relevant authorities (e.g., the Planning Authority).
- Prepare bills of quantities, cost estimates, tender documents, and assist in the adjudication of bids.
- Supervise and certify works while ensuring projects are completed to a satisfactory standard.

• Accessibility Assessments and Proposals:

- Conduct inspections of housing blocks to assess the feasibility of lift installations and other accessibility improvements.
- Develop design proposals and manage the process through to project execution.
- **Property Inspections and Maintenance Planning:**
 - Carry out inspections to assess structural and maintenance requirements, and provide recommendations for planned maintenance and improvements.
 - Survey premises to prepare specifications and estimates for necessary rehabilitation works.
- **Home Repair and Improvement Schemes:**
 - Inspect private and government properties to assist in processing applications for Home Repair Improvement Schemes.
 - Provide detailed estimates for qualifying financial assistance to applicants.
- **Property Evaluation and Reporting:**
 - Conduct surveys to assess property layouts, structural conditions, and finishes.
 - Prepare valuation reports, condition assessments, structural reports, and other required documentation.
- **Liaison and Coordination:**
 - Collaborate with technical officers to monitor ongoing works and certify payment schedules.
 - Coordinate with government departments and entities such as the Planning Authority and the Building and Construction Agency.
 - Oversee and liaise with external service providers engaged by the Housing Authority.
- **Emergency Inspections:**
 - Inspect emergency cases, such as structural failures in common areas, and coordinate necessary remedial actions.

The Graduate Architect will play a crucial role in supporting the Housing Authority's mission to ensure the provision of quality, accessible, and energy-efficient housing solutions. All duties will be carried out under the guidance and supervision of a warranted architect, in compliance with applicable laws and professional standards.