

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Public Infrastructure, National Development Unit, Land Transport and Shipping
(Public Infrastructure Division)
- Post:** Deputy Director (Architecture)
- Salary:** Rs 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (26 75 82)
- Effective Date:** 6 August 2012
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Architect who –
- (i) reckon at least two years' service in a substantive capacity in the grade;
 - (ii) are well conversant with the latest developments in architectural designs and construction techniques;
 - (iii) are able to manage contracts and projects; and
 - (iv) have the ability to lead, communicate and interact with people at all levels.
- Role and Responsibilities:** To assist in the implementation of all projects pertaining to architectural works.
- Duties:**
1. To deputise for the Director (Architecture), as and when required.
 2. To assist the Director (Architecture) in the management of the Architects Section.
 3. To maintain and keep up-to date a register of building contractors and projects as well as a register of projects undertaken by the Section.
 4. To monitor projects under the Programme-Based Budgeting.
 5. To provide guidance to Principal Architects in contractual matters.
 6. To assist the Director (Architecture) in –
 - (a) the implementation of building projects in compliance with the Financial Management Kit and the Public Procurement Act;
 - (b) the preparation and implementation of training programmes; and

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*for Senior Chief Executive
Ministry of Civil Service and
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- (c) establishing quality control procedures and monitoring their implementation in capital projects.
7. To participate in evaluation of bids organised by the Departmental Tender Committee of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division) and to attend meetings related thereto.
 8. To assist in the preparation of budget for the Section in line with the Programme-Based Budgeting.
 9. To represent the Architects Section at meetings and committees.
 10. To assist in the implementation of Performance Management System in the Section.
 11. To use ICT in the performance of his duties.
 12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Deputy Director (Architecture) in the roles ascribed to him.



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