

**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: Director (Architecture)

Salary: Rs 70,000 (26 00 86)

Effective Date: 6 August 2012

Qualifications: By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Director (Architecture) and who –

- (i) has strong leadership and managerial skills; and
- (ii) has sound administrative and organisational abilities.

Role and Responsibilities: To be responsible for the implementation of all projects pertaining to architectural works.

- Duties:**
1. To be responsible for the effective and efficient management of the Architects Section.
 2. To advise on all matters of policy relating to architecture and contract management.
 3. To be responsible for the monitoring of all capital projects undertaken by management.
 4. To liaise with the Engineering Section, Quantity Surveying Section, Drawing Office and other professionals of the building industry so as to co-ordinate the implementation of projects.
 5. To ensure the implementation of building projects in compliance with the Financial Management Kit and the Public Procurement Act.
 6. To represent the Ministry at meetings and committees and advise other Ministries/Departments on all matters pertaining to architecture.

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Ateerasingh

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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7. To ensure that a register of building contractors and projects as well as a register of projects undertaken by the Section are maintained and kept up to date.
8. To make recommendations for the preparation and implementation of building codes and legislations.
9. To advise other Ministries/Departments on the preparation of bidding documents.
10. To prepare budget for the Section in line with the Programme-Based Budgeting.
11. To prepare and implement training programmes for the Section.
12. To liaise with International Financing Agencies on architectural matters and relevant issues.
13. To establish quality control procedures and monitor their implementation in capital projects.
14. 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.
15. To ensure the implementation of Performance Management System in the Section.
16. To use ICT in the performance of his duties.
17. 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 Director (Architecture) in the roles ascribed to him.



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