Architect and Civil Engineers *(Periti)*

Number of Posts: Two (2)

Contract Type: Indefinite

Job description

- Preparation of technical and costing proposals related to required projects;
- Work in close collaboration with the other FMS projects team; including other Engineers, Architects, design technicians, quantity surveyors and site coordinators.
- Completing detailed planning of the projects.
- Evaluation of tenders and designs, specifications and approval of the requested materials, manpower and works.
- Monitoring the installation of the contract works to ensure compliance with the contractual programme, drawings, specifications and the relevant specifications and bringing any matters of concern to the attention of the FMS.
- Taking part in commissioning processes of completed project, and report on their state to the Project leader with recommend necessary actions.
- Reviewing and commenting upon the contractor's progress reports.
- Maintaining daily, weekly and monthly site diaries as appropriate and keeping the Project leader/ Head of Architecture informed on the progress of the works and any problems or issue that may affect the quality, cost or completion programme.
- Attending meetings with the contractor/designer as needs dictate and where requested, to represent the FMS.
- Being aware of the contractual obligations of the Client and Contractor and acting in a fair and reasonable manner so that at all times the interests of the Client are safeguarded;
- Reviewing the in-house design and contractor's design and construction submittals as necessary and advising the Project leader on any matters that would prevent the Project leader giving the contractor consent to proceed with the works.
- Provide all necessary assistance to the FMS Projects Office in the procurement of works, goods or services and the preparation of reports, works programmes and budgets and cash flows.
- Assist in the preparation of tender / contract documents, including Bills of Quantities and Specifications, as required.

- Provide assistance in the assessment of the value of contract variations and the issuing of interim payment certificates.

- Liaising as necessary with the other members of the Client's project management team to support the overall project cost and time objectives set for the MFH Capital Projects.

- Contribute to the management of projects from design stage through to completion and handing over to Client.

- Chairing architecture and engineering quality control meetings with consultants and contractors.

- Supervise and quality control of the Engineering/Architectural Services aspects of the Projects and any other such building.

- Check the Certificates of Payments for Works carried out by the Contractors and measured by the Quantity Surveyor.

- Assess change orders (variations).

- Ensure that all parties involved are kept fully informed of progress.

- Identify potential delays and recommended corrective actions.

- Ensure that Client requirements are clearly identified and met.

- Provide all necessary assistance to the Project leader, in the procurement of the works, goods or services and the preparation of reports, works programmes and budgets and cash flows.

- Act as Project leader for any project assigned, as necessary.

- The above list is not exhaustive and the Architect will be expected to provide and meet any necessary additional requirements to commensurate with his professional qualifications and experience.

Requirements

Qualifications:
- A recognized Architecture and Civil Engineering Bachelor's Degree.
- Warrant to practice an Architect

Experience:
- A minimum of 5 years of professional experience **<u>or</u>** 3 years' experience after obtaining a warrant.

Other pre-requisites

- Proven familiarity with CAD design.
- Writing of works and materials specifications relating civil and finishing works.
- Work experience in management of construction projects will be considered an asset.

FMS would preferably require one of the vacant post to employ an architect that possess structural specialization.

Training provided

If employee requires specific training the company supports. However, employees also have a CPD allowance from which they can attend any training/ courses that they wish.

Any assistance with accommodation/relocation

We will suggest property agents and any other guidance to help them settling in Malta. No other allowances are offered for such accommodation/relocation.

Any other benefits

n/a

Salary

<u>Without a Maltese Warrant the package would be:</u>

- Basic Salary - €24,220 with 6 increments of €600 per annum
- Car cash allowance of €4332 per annum
- Mobile allowance of €720 per annum
- CPD of €700 per annum – non cash
- Professional Membership of €466 per annum – non cash

<u>Once the Maltese warrant to practice as *Perit* the salary package would change to:</u>

- Basic Salary - **€26,620 with 2 increments of €600 per annum**
- **Market Corrector Allowance of €2500**
- **Up to 10% Performance Bonus per annum**
- Car cash allowance of €4332 per annum
- Mobile allowance of €720 per annum
- CPD of €700 per annum – non cash
- Professional Membership of €466 per annum – non cash

How will the interviews be held

Interviews will be held via Skype, when the candidates are not residents in Malta. The interview will be carried out by three to five board members. The board members will ask a set of

questions to all candidates. All questions shall be the same. Candidates will be given marks according to their feedback to such questions.

Any other information

FMS supports promotion and progression thus the employees are able to advance in their career and aspire for senior positions. Furthermore, FMS provides a vast learning experience, all the departments work very closely together thus the employees are exposed to different scenarios and experiences.

The Foundation for Medical Services is responsible to deliver healthcare infrastructure that is fit for purpose; and in line with the stated and implied requirements of the Ministry for Health. The Foundation's service portfolio includes end-to-end project management; design & architecture; engineering services including mechanical, electrical and bio-medical; consultancy; and estate and facilities oversight. As the years progressed the FMS responsibilities were being moulded to suit the government's needs, one of the items added to the FMS remit was to act as a 'recruitment body' for the Ministry for Health. The FMS has been recruiting staff and deploying them to work in various Health entities. Indeed, there are around 400 employees registered on FMS books but deployed in various health entities such as Mater Dei Hospital, Mount Carmel Hospital etc.
Currently the FMS team consists of 50 members of staff, including administrative and managerial staff, technical staff and clerical support. The focus on capital projects is still highly evident, with most management effort tuned towards the delivery of high quality project management as well as technical design for the Ministry for Health.

Design and architecture-related services that the Foundation for Medical Services provides include:

- Initial project appraisal – this allows for a better understanding of design requirements;
- Outline Proposals – this process includes the presentation of ideas at a high-level; with approximate costings.
- Detailed Proposals – this includes the articulation of a scheme; more detailed costings; and drawings up to the submission of a development-planning application;
- Invitation to Tender (ITT) documentation – this includes putting together a tender document package for publication;
- Contract management - managing the build or refurbishment contract post tender award;
- Management of construction to practical completion – this includes end-to-end work supervision; and interim and final payment certification;
- Post implementation review – this includes inspection of the completed project to identify defects or snags; and resolving defects and snags.