

## **Job Description of Architect Internship for Integrated Youth Activity-Kefeta**

**Position Title:** Architect Intern

**Location:** Addis Ababa

**Duration of the role:** Six Month

**Input time:** 5 days (Monday to Friday) But the time will be flexible as demanded in the case is required in extra and urgent assignments

**Intern Supervisor:** Lead Engineering Officer

### **Summary of Responsibility**

Responsibilities include developing drawings, rendering & specifications for the remodeling process of youth hubs. The position also assist in remodeling works including site observation, documentation, strong communication skill, ability to design the youth hub with minimal guidance. The chosen individual would be able to design in addition to the floor plan, enhancing the space for the required service.

### **Key Responsibilities:**

- Assisting in field verification, including measurement and record documentation
- Maintaining timely, effective & honest communication with the team
- Assist team members on all aspects of architectural design, including hands-on architectural work, such as drafting and 3D modeling, and creating presentation
- Oversee/Maintain, for the duration of contract period, signed copies of contract agreement, technical specifications, bill of quantities, drawings and other referenced standards
- Inspecting all works done and materials used to make sure that the contractor has complied with the contract specifications
- Review regularly the youth center renovation progress schedule and alerting the contractor of possible delays and consequences
- Considering an devaluating suggestions and recommendations which may be submitted by the contractor and reporting them with recommendations to the supervisor
- Maintain orderly files of correspondences, minutes of site meetings, change orders & measurement sheets.
- Preparing weekly, monthly and quarterly detail implementation work plan in collaboration with project team
- Make sure the plan is in line with the plan of engineering unit and get approval in every quarter/year
- Conduct assessment and feasibility study as needed in youth center remodeling process

- Ensure and follow Youth/Health/HEI/SACCO center remodeling quality of work in consultation with project team
- Collecting required information from partners & stakeholders
- Get approval the availability of resources to implement activities from the project team
- Carry out necessary discussion to facilitate the implementation with stakeholders and partners
- Conduct need assessment in implementation area and provide response based on the gap
- Effectively utilize the Amref information management system, HR information system and other financial platforms( ERP)
- Undertake other duties as may be assigned by the supervisor and the Engineer Teams

**Qualifications and Competencies:**

- First Degree in Architecture
- Good in team spirit and Organizational rule and regulation
- Good interpersonal skills
- Communication & writing skills
- Excellent computer skills in Microsoft office, sketch Up, Revit, AutoCAD
- Be a team player and communicator and work under minimal supervision.
- Willingness to travel in project areas
- A self-starter and a quick Lerner
- Demonstrate integrity and professionalism

**Terms of employment:** for 06 months

**Duty Station:** Addis Ababa with possible field travels

**Required number:** Three (3) Architect Intern (as soon as possible)