

Job Description of Architect Internship for REACH Activity

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 construction and rehabilitation of WASH activities in school and community. The position also assist in construction and renovation works including site observation, documentation, strong communication skill, ability to design the school WASH facilities with minimal guidance. The chosen individual would be able to design in addition to the floor plan, sections and different views enhancing the user friendly.

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 WASH scheme construction and 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 school WASH renovation and construction process
- Ensure and follow the WASH facilities in school and community construction and rehabilitation 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: one Architect Intern (as soon as possible)

How to Apply
<p>If you are Interested? Please visit our website [Redacted] to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be November 26, 2024. Only shortlisted candidates will be contacted.</p> <p><i>Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.</i></p>