

## CALL FOR APPLICATIONS

### TO FILL VACANCY FOR

### Manager A - Draughtsperson

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to [hr.pg@project.green](mailto:hr.pg@project.green)

## JOB DESCRIPTION & PROFILE

Title	Manager A - Draughtsperson
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### Job Description

#### Overview

#### About the Projects Office:

The Projects Office is responsible for the Design and Implementation of green projects. The Office plans, manages and leads design strategies for various urban public realm projects. The Office is composed of several professionals including Architects, Project Managers and Technical Supporting Staff.

#### About the Role:

As a Manager A - Draughtsperson, your tasks will include:

- Setting-up all the necessary architectural, civil and construction drawings during the project phases;
- Preparing or supervising preparation of all data, charts, plots, maps, records and documents related to drawings;
- Translating sketches into scale drawings;
- Conducting standard calculations related to specific drawings;
- Being in possession of specialised knowledge of the building, construction and related regulations;
- Coordinating findings with the work of engineering and architectural personnel, clients and others concerned with projects;
- Training and supervising Junior Draughtspersons, apprentices and assistants, and direct their work in such activities as required within the drawing office;
- Working in a team with other draftspersons, land surveyors and quantity surveyors for successful project completion;

- Analysing drafting and surveying objectives and specifications in order to prepare drawing proposals;
- Read, utilise and interpret design drawings and topographic maps and bill of works;
- Study, learn and interpret CAD computer applications;
- Experience in reading and understanding drawings and maps;
- Be able to understand and make use of measuring/surveying instruments and carry out routine checks;
- Establishing and maintaining professional relationships with external stakeholders, being our operators or clients;
- Undergoes any training programmes that the Agency deems necessary for the optimum performance in the grade;
- Take due care and diligence in carrying out their functions and in the use of equipment entrusted to them.

### About You:

Project Green is looking for a Manager A – Draughtsperson, whereby candidates shall be of good character, create a positive atmosphere within the Team and be committed to work overtime hours as directed.

You will be expected to assist the Design Team by preparing architectural and construction drawings. Furthermore, you will need to be capable to work on your own with minimal supervision and take own initiative to support the team effectively.

The role requires the possession of a minimum of MQF/EQF Level 4 Advanced Diploma in Construction Engineering (Construction Design), or an equivalent recognised qualification as approved by the MFHEA, and at least one (1) year experience in drafting in construction.

You will also need to prove proficiency in the use of Auto-CAD, be in possession of a clean police conduct not older than six months from the date of this application and be in possession of a Driving Licence Category B.

### Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will endeavour to avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary

interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on [mfhea.mt](http://mfhea.mt) under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage [project.green](http://project.green).

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.