

Post of Junior Architect/Projects Coordinator

The Archdiocese of Malta has a vacancy for the post of Junior Architect/Projects Coordinator.

The selected candidate, who will be reporting to the Head of Property and, in his/her absence, the Architect/Projects Manager, will be responsible to assist in the implementation of tasks and projects carried out by the Property Unit, as well as concentrate on specific documentation tasks that contribute to the overall tasks/projects. S/he must be able to collaborate with team members and consultants and work on multiple tasks/projects.

- Prospective candidates are expected to:
- possess a post graduate qualification in a field of the Built Environment
- possess a warrant to practice as Perit
- have at least one year practice after obtaining the warrant of Architect and Civil Engineer
- have good knowledge of AutoCAD and REVIT
- have a dynamic, assertive and self-confident personality, and the ability to work to deadlines with moderate supervision
- possess innovative problem solving and thinking outside the box skills
- be proficient in the Maltese and English languages, and preferably have a sound knowledge of Italian.

Interested persons are to submit the following to hr@maltadiocese.org by not later than Sunday 23rd June 2019:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates
- A digital portfolio of their work
- Name and emails of two referees