

Terms of Reference, Architect, Real Estate Division

Position	Slot	Qualification	Work experience	Grade	Status	Basic Salary
Architect, Design and Planning Unit, Real Estate Division HO, Thimphu	1	Bachelor's degree in Architecture (Preferably having Strong knowledge of local building codes, safety regulations and sustainable design practices along with excellent Proficiency in architectural design software, e.g., AutoCAD, Revit, SketchUp and other 3D software)	Nil	7	Contract (2 Years)	Nu. 21,990/-

Additional increments will commensurate, with an additional completed year of relevant work experience, subject to approval.

Allowances:

- a) 50% contract Allowance on current basic pay.
- b) 60% Monthly Lumpsum increment on Starting basic pay.
- c) Maximum two months basic salary as ex-gratia based on organizational performance;
- d) Maximum of 25% of the total basic pay per annum as Performance Based Variable Incentives based on individual performance;
- e) Staff incentive housing loan, vehicle loan, and education loan at 5% interest rate.

Title of Position:	Architect
Reporting to:	Head, Planning and Designing Unit
Place of Posting	Head Office Thimphu
Functions:	RED
Purpose of Position:	
She/he shall lead the design and planning of construction projects, ensuring that architectural solutions align with NPPF's objectives and comply with relevant regulations. This role involves developing conceptual and detailed designs, preparing construction drawings, coordinating with other professionals, and overseeing the project from inception through execution to ensure functionality, safety, and aesthetic quality.	
Duties, Responsibilities and Accountabilities:	



ཀླུ་ཡོངས་དགོངས་ཁྱིའི་བྱ་རྒྱུ་ལོགས་དང་འཛོལ་ཆེན་མ་དཔུལ།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

1. Plan and prepare overall design proposals in alignment with project objectives and NPPF's development mandates.
2. Develop conceptual architectural designs for proposed projects and obtain timely management approval.
3. Prepare comprehensive architectural, plumbing, and sanitation drawings in accordance with the requirements of relevant regulatory authorities (e.g., Thromde, Dzongkhag).
4. Produce detailed construction drawings for tendering and execution purposes.
5. Collaborate closely with structural engineers, MEP professionals, and other built environment experts to define project specifications and ensure cohesive integration across disciplines.
6. Provide the Quantity Surveyor/Estimator with specifications of architectural finishing materials to support accurate cost estimation.
7. Conduct site visits during feasibility studies and throughout the construction phase to ensure compliance with design intent and construction quality standards.
8. Provide technical backstopping to the project execution team to resolve design-related issues and facilitate smooth implementation.
9. Assist government and regulatory bodies during inspections and inquiries related to design approval processes.
10. Adherence to policies, procedures and end-user acceptable use of policy as per ISO/ IEC 27001 and ISO/ IEC 27701.
11. Any other additional tasks assigned by supervisor

Qualification, Key Skills and Competencies

Qualification:

Bachelor's degree in Architecture (Preferably having Strong knowledge of local building codes, safety regulations and sustainable design practices along with Proficiency in architectural design software) (e.g., AutoCAD, Revit, SketchUp)

Key Skills and Competencies:

1. **Architectural Design** – Strong ability to conceptualize and develop building designs.
2. **Architectural Tools** – Proficient in architectural design software and tools for drafting, modeling, and rendering.
3. **Creative Thinking** – Ability to generate innovative, aesthetic, and functional design solutions.
4. **Project Management** – Skills in scheduling, budgeting, and leading project phases.
5. **Team Collaboration** – Experience working with multidisciplinary teams including engineers, contractors, and consultants.
6. **Problem-Solving** – Addressing design, site, and construction challenges effectively