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| H.150 | V1.2    | Job Description | 31 - Oct - 2014 |

## Architect Engineer

|  |                              |
|--|------------------------------|
| Division/Department: Architectural   | Reference number AD-17042021 |
| Location: Baghdad  |                              |
| *Is requires travel?: <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |                              |
| Job Title: Architect Engineer  |                              |
| Reports to: Head of Architect  | Title: Architect             |
| Salary Depend on Interview   |                              |
| Duration One year Months   |                              |

|                   |  |
|-------------------|--|
| Type of position: | <input checked="" type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Contractor |
|-------------------|--|

### General Description

Architects create designs for new construction projects, alterations and redevelopments. They use their specialist construction knowledge and high-level drawing skills to design buildings that are functional, safe, sustainable and aesthetically pleasing.

Architects stay involved throughout the construction process, adapting their plans according to budget constraints, environmental factors or client needs. As such, they operate as part of an overall project design team, working closely with a range of construction professionals from quantity surveyors to building services engineers. In addition will responsible for the following tasks but not limited to:

- Prepare drawings, specifications, and construction documents
- Consult with clients to determine their requirements
- Organize and manage permit documents
- Work with teams across business lines, in remote locations, and coordinate with subcontractors
- Resolve complex design issues with innovative and practical solutions
- Modify existing plans and elevations to fit client and sales needs

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## What is type of knowledge that enable you in this job

- **Sales and Marketing** Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **English Language** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Clerical** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Administration and Management** Knowledge of business and management principles involved in resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Mathematics** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Engineering and Technology** Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **Design** Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Building and Construction** Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Personnel and Human Resources** Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Economics and Accounting** Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- **Psychology** Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **Philosophy and Theology** Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
- **Sociology and Anthropology** Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

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## What are important skills that help you in this job

- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively.
- Actively looking for ways to help people.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Adjusting actions in relation to others' actions.
- Managing one's own time and the time of others.
- Being aware of others' reactions and understanding why they react as they do.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Teaching others how to do something.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Analyzing needs and product requirements to create a design.
- Generating or adapting equipment and technology to serve user needs.
- Controlling operations of equipment or systems.

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## What are great abilities that must you have

- The ability to read and understand information and ideas presented in writing.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to identify and understand the speech of another person.
- The ability to see details at close range (within a few feet of the observer).
- The ability to speak clearly so others can understand you.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to concentrate on a task over a period of time without being distracted.
- The ability to generate or use different sets of rules for combining or grouping things in different ways.
- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- The ability to see details at a distance.
- The ability to remember information such as words, numbers, pictures, and procedures.
- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

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## What you will expected as a work activities

- Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- Communicating with people outside the organization, representing the organization to customers, the public, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with peoples outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Keeping up-to-date technically and applying new knowledge to your job.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Scheduling events, programs, and activities, as well as the work of others.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Developing, designing, or creating new applications, ideas, forms, relationships, systems, or products, including artistic contributions.
- Getting members of a group to work together to accomplish tasks.
- Translating or explaining what information means and how it can be used.
- Encouraging and building mutual trust, respect, and cooperation among team members.
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Assessing the value, importance, or quality of things or people.
- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Providing guidance and expert advice to management or other groups on technical, systems-

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, or process-related topics.

- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Monitoring and controlling resources and overseeing the spending of money.
- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

## Work outlook

- Control project from start to finish to ensure high quality, innovative and functional design
- Take the “brief” to identify clients’ needs and put together feasibility reports and design proposals
- Develop ideas keeping in mind client’s needs, building’s usage and environmental impact
- Produce detailed blueprints and make any necessary corrections
- Compile project specifications
- Keep within budgets and timelines
- Ensure that all works are carried out to specific standards, building codes, guidelines and regulations
- Make on site visits to check on project status and report on project
- Cooperate and liaise with construction professionals
- Follow architectural trends and advancements
- Communicated with sales team in order to reach a common ground

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## Education

- Bachelor's degree (or equivalent) university of Baghdad preferable

## Work Styles

- Job requires being honest and ethical.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires persistence in the face of obstacles.
- Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Job requires analyzing information and using logic to address work-related issues and problems.
- Job requires a willingness to lead, take charge, and offer opinions and direction.

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## Work Styles

- Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
- Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

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| Email to send CV | pr@aden-iq.com              |
| Date Posted:     | 17 <sup>th</sup> April 2021 |
| Date Hired:      | 17 <sup>th</sup> May 2021   |
| Expire           | One Month of hiring         |