

JOB DESCRIPTION

SENIOR MANAGER (ARCHITECTURE)

Reference Number:

Job Title: Senior Manager (Architecture)
Division: TTG Holding – PI Unit
Primary Responsibility: Real Estate Commercial Transactions
Location: TTG HQ, Ho Chi Minh City
Immediate Supervisor: Project Director

KEY ROLE:

The Senior Manager (Architecture) or Snr Mgr (Arch) shall take charge of planning and coordination of design development from conceptual stage up to award of the main construction contract. This includes review, work closely with all consultants as well as various in-house units and follow up on design related issues throughout design development stages of various projects with aim to achieve timely completion within budget and desirable quality.

The Senior Manager (Architecture) shall take ownership of the project and shall set pace and direction for each project and to ensure smooth transition to the Project Manager –in-charge of each respective project.

He or she shall also take the lead in Research and Development (R&D) projects which include standardization of good design, value-added practices and good detailing for future projects. This shall include training of other project staff on good practices for betterment of all projects.

FOCUS AREAS OF RESPONSIBILITIES:

- a) Overall responsible for architectural design reviews and coordination, technical design management as well as Research and Development (R&D)
- b) Value Engineering to improve buildability, quality and cost competitiveness
- c) Summarize practical experiences and suggest general design structures of the other current and future projects
- d) Sharing and training other staff

KEY RESPONSIBILITIES:

- a) Assist in site study with design options for feasibility studies. This shall include conduct site investigations, planning parameters, authority requirements and cost estimates.
- b) Work with internal parties especially Marketing to come up with Project Brief for consultants to base upon for their design works.
- c) Source, recommend and appoint various consultants especially design consultants e.g. master planner, concept architect, landscape architect, interior designer, green consultant, façade consultant, lighting consultant and other design consultants.
- d) Conduct regular design and coordination meetings with consultants and internal parties. This shall include preparation of Minutes of Meetings.

- e) Liaise with consultants and internal parties for submission and obtain timely approvals from relevant authorities.
- f) Work with Cost and Contract Unit as well as external Quantity Surveyor (QS) for cost estimates in various stages of design and establish of the Project Budget.
- g) Conduct Design Review, Value Engineering and Post Mortem and recommend good practices for future projects.
- h) Establish detailed schedule from initial stage to sales launch stage which shall include design, internal approvals, authority submission and approvals, tender documentation, tender and award as well as indicative construction schedules for key components e.g. earthwork, piling, sales gallery and shown units as well as the main contract construction. This shall include regular updating of schedule as well as catching plan to eliminate or mitigate any delay to the original schedule.
- i) Manage the design change process to ensure minimal impact to project schedule and minimize cost impacts as a result of such design change.
- j) Prepare and organize presentation and obtain management approval for various stages of design development e.g. master plan, schematic design and pre-tender stage.
- k) Work with consultants and internal parties in sourcing, recommend and select materials, construction method for various projects. This shall include creation of material library for future projects.
- l) Work closely with consultants and internal parties especially Marketing on project specifications which shall be standardized for future projects.
- m) Conduct design audits at various stages to ensure that works on site are carried out based on original design. This shall include making adjustments for non-practical design to prevent recurring mistakes.
- n) Standardize good practices in design and detailing for tender drawings and documents of future projects.
- o) Provide training to project staff on good practices and standards to be adopted in future projects.
- p) Provide regular and ad hoc internal reports for submission to management.

JOB QUALIFICATIONS:

The candidate shall possess

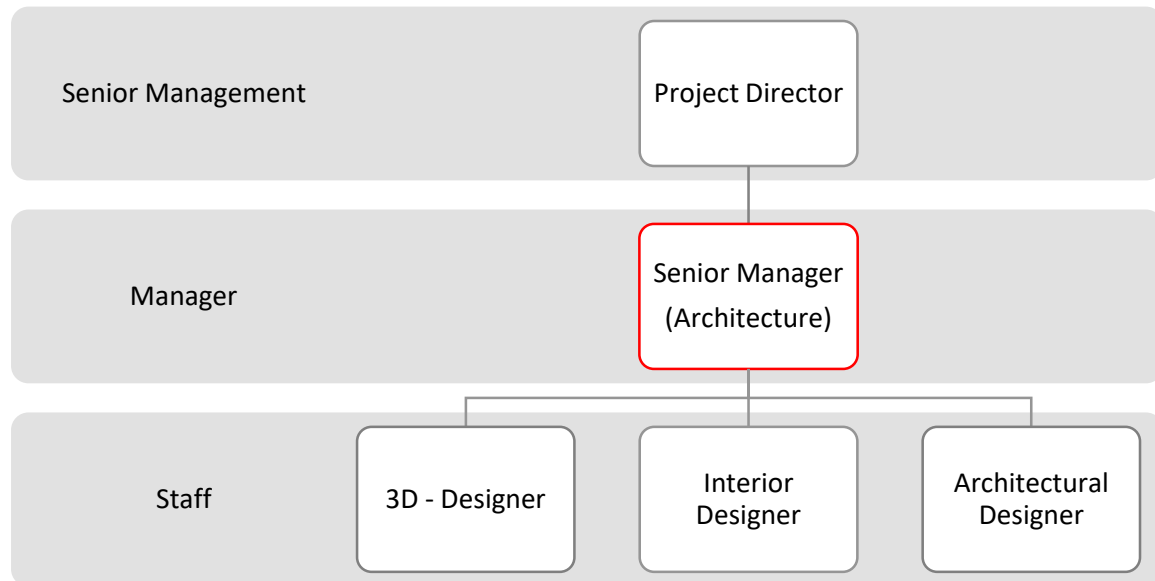
- a) Excellent knowledge of local building regulations, good practices and local materials
- b) Good knowledge in project management especially on design, planning and coordination aspects
- c) Good leadership and communication skills with strong ability to lead and negotiate
- d) Good interpersonal skills and team player with strength in coordination with various parties
- e) Good presenter inclusive of good skill in preparation of presentation materials
- f) Well-versed in Word, Excel, AutoCAD, MS Project and Power Point
- g) Always update in the new trend of design

EDUCATION AND EXPERIENCES:

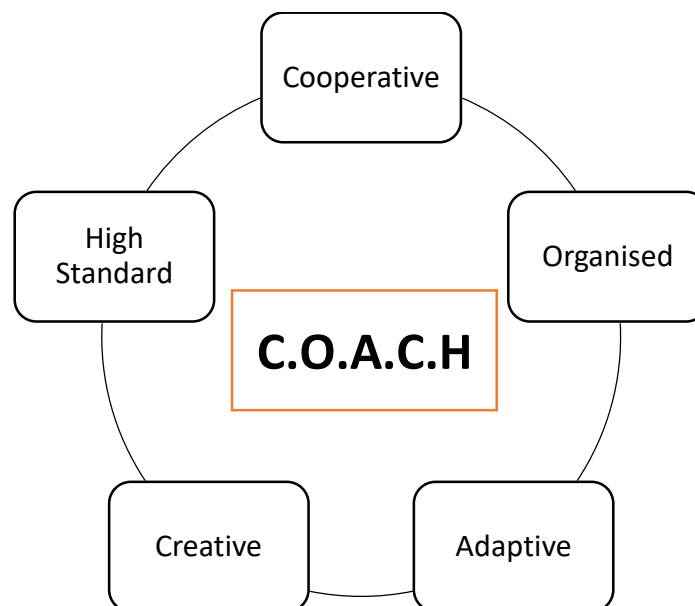
Minimum requirements:

- a) Graduated with bachelor degree in Architecture, C&S or M&E
- b) 10-12 years working experiences with at least 5 years in consultancy company

ORGANIZATION POSITIONING:



GENERAL CORE COMPETENCIES FOR TTG



Cooperative

Works cooperatively and collaboratively with others to achieve collective goals

- Reaches out to colleagues and cooperates with supervisors to establish an overall collaborative working relationship.
- Show commitment to the team's purpose and goals. Follow on your commitments
- Through constant communication and support, empower the whole team to be more productive reach a higher standard.

Organized

Plans ahead and works in a systematic and organized way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.

- Sets clear objectives, plans activities well in advance and manages time effectively.
- Focuses on customer needs and satisfaction, sets high standards for quality and quantity and consistently achieves set goals.
- Follows instructions and procedures, adheres to schedules and demonstrates commitment to the organization.

Adaptive

Adapts and respond well to change. Manages pressure effectively and copes well with setbacks.

- Adapts to changing circumstances, embraces change, is open to new ideas and deals effectively with ambiguity.
- Works productively in a stressful environment, controls emotions in difficult situations and handles criticism effectively.

Creative

Works well in situations requiring openness to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organizational change.

- Learns new tasks quickly, remembers information and gathers data for effective decision-making.
- Produces new ideas and insights, creates innovative products and solutions and seeks opportunities for organizational change and improvement.
- Works strategically to attain organizational goals, develops strategies and takes account of a wide range of issues that impact the organization.

High Standards

Expects personal performance and team performance to be nothing short of the best.

- Shows a high understanding of business, commerce and finance. Seeks opportunities for higher self-development and career advancement.
- Accepts and tackles demanding goals, works longer hours when necessary and identifies opportunities for progressing to more challenging roles.

Confirmed by:

Approved by: