

## Job Specification

Job Title	Spatial Architect
<b>Category</b>	Permanent Position
<b>Division</b>	Development, Planning and Infrastructure
<b>Reporting To</b>	Senior Manager: Technical Services
<b>Job Level</b>	Paterson Grade D2
<b>Job Purpose Statement</b>	<p>To develop architectural and planning concepts for Dube TradePort developments and investments.</p> <p>To manage identified infrastructure and development projects to ensure that projects are successfully delivered, covering all areas of project management as per DTPC policies and guidelines.</p> <p>To provide architectural inputs, support and advice to DTPC for the planning, design and execution of projects and for the management of infrastructure assets.</p>
<b>Key Performance Areas</b>	<p><b>Architectural Concepts</b></p> <ul style="list-style-type: none"> <li>● Develop high level spatial concepts for future DTP developments, buildings and infrastructure</li> <li>● Develop conceptual layout diagrams</li> <li>● Prepare detailed building designs and scale drawings where necessary</li> <li>● Prepare information regarding designs, structure specifications, materials, and colour palettes</li> </ul> <p><b>Product Development</b></p> <ul style="list-style-type: none"> <li>● Research the latest trends in sustainable building design, precinct design and green architecture</li> <li>● Identify innovative opportunities for DTP to pursue</li> <li>● Advise on the feasibility of new projects</li> <li>● Develop guidelines – including finishes and colour palettes for precincts within the Dube Tradeport site</li> </ul> <p><b>Assessment of future developments</b></p> <ul style="list-style-type: none"> <li>● Assess plans submitted by developers, to ensure that they comply with the vision and design guidelines</li> <li>● Participate in the design review process</li> </ul> <p><b>Project and Contract Management</b></p> <ul style="list-style-type: none"> <li>● Assist with preparation of project scope documents</li> <li>● Where necessary, assist with project management of design and construction phase of infrastructure projects</li> <li>● Assist, where necessary in offering input on tender documents as well as the adjudication of tenders for construction</li> <li>● Where necessary, guide the project planning,</li> </ul>

**Qualifications,  
Knowledge,  
Skills and  
Competencies  
Required**

implementation, monitoring, reporting and evaluation in line with the project management policies

- Where necessary, report project progress to management and stakeholders
- Where necessary, manage project budget and resources
- Attendance to technical issues encountered during project implementation

- Master Degree in Architecture
- Professional Registration with SACAP
- Candidate Registration with PMP and/ or SACPCMP
- Knowledge of architectural drafting packages, such as AutoCAD, ArchiCAD, REVIT, sketch-up, or Corel draw
- MS Projects and general MS Office skills
- 10 years' architectural experience within the construction industry
- Working as a member of a multi-disciplinary team delivering building projects
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management /Environmental and Safety
- Project Procurement Management
- Professional excellence
- Service excellence
- **Ubuntu:** creating open, honest relationships built on trust, mutual respect, dignity and fairness
- Actively embracing the economic transformational and developmental agenda of stakeholders
- Innovation and creativity
- Able to attend construction and building site visits

**Employment  
Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment  
and Selection  
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks;
- 2<sup>nd</sup> Round Panel Interview, if required.

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R608,608 – R912,912 Annual Package on a total cost to company basis.

Cellphone allowance of R800 per month.

Non-guaranteed performance bonus.

22 Working days leave per annum.

**Application Forwarding Details**

[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za)