

Position Description

Position: Architect

No. of vacancies: 1 (One)

Date of Announcement: 15 January 2025

Duration: One Year and Extendable

Location: Kathmandu

Reports to: Housing Research & Innovation Manager

Field Visits: 60% field travel to project areas

Core Function:

The Architect will be responsible for coordinating and preparing designs and drawings for housing and infrastructure projects, integrating community input through participatory design processes. This role involves researching innovative, eco-friendly, and affordable construction technologies, collaborating with universities, research institutes, NGOs, private sector entities, and other stakeholders. The Architect will ensure quality assurance through site inspections, compliance with local regulations, and technical support for disaster response. Additionally, they will document project progress, support cross-departmental initiatives, and deliver training programs on sustainable design principles. The Architect will ensure all construction activities adhere to Habitat Housing Quality Standards and Nepal Government codes and regulations.

Essential Duties and Responsibilities

Community Engagement and Participatory Design

- Coordinate, conceptualize, and prepare community-driven designs and detailed drawings for low-cost housing and settlement plans, including roads, drainage, and other supporting infrastructure in Habitat Nepal's project sites.
- Streamline technical specifications, drawing preparations, and administrative procedures related to infrastructure in collaboration with other technical staff.
- Facilitate participatory design processes in project sites to integrate community input and cultural requirements into final designs.
- Conduct basic land surveys of housing sites and prepare master plans for resettlement projects, incorporating feedback from community stakeholders.
- Present designs, drawings, and ideas to relevant stakeholders and agencies.
- Engage community members in consultation meetings to foster ownership and understanding of project goals.
- Collaborate with local artisans and builders to incorporate traditional building techniques and materials into design solutions.

Research and Innovation

- Conduct research on climate-friendly construction technologies aligned with Government of Nepal policies.
- Identify eco-friendly building materials and construction techniques suitable for local contexts.
- Research thermal comfort, energy efficiency, climate resiliency, and mitigation strategies for housing projects.
- Collaborate with universities, research institutions, and NGOs to exchange knowledge and best practices in architectural design.
- Integrate passive design strategies, green roofs, rainwater harvesting systems, and renewable energy solutions to enhance resilience.
- Experiment with technologies to improve efficiency, reduce costs, and enhance the quality of construction in development projects.

Quality Assurance

- Conduct periodic site visits and inspections to ensure adherence to design specifications, Habitat for Humanity Housing Quality Standards, and local regulations.
- Implement quality control measures to maintain high standards throughout project implementation.

Regulatory Compliance

- Ensure designs comply with Habitat for Humanity Housing Quality Standards, national building codes, zoning regulations, and other statutory requirements.
- Collaborate with technical design partners, the Asia Pacific technical team, and partners' technical staff to develop and finalize designs and drawings.
- Liaise with government, academic institutions, and other organizations.
- Coordinate with NGOs in implementation areas and participate in district, municipal, and community-level meetings/workshops.

Disaster Response and Recovery

- Provide technical assistance for shelter and settlements preparedness, emergency response, and recovery programs.
- Conceptualize and prepare designs and drawings for disaster-resilient houses and community infrastructure.
- Ensure inclusive and accessible design principles are incorporated to address the needs of vulnerable populations, including persons with disabilities.

Documentation and Reporting

- Prepare construction and maintenance manuals, guidelines, and technical documents.
- Document project progress, including design revisions, approvals, and milestones.
- With support from MEAL, Communication, and IT teams, manage and archive technical documents using platforms such as SharePoint and OneDrive.

Cross-Departmental Support

- Provide preliminary planning, design documentation, and technical expertise for new project proposals.
- Support technical events, such as meetings, workshops, and training programs.

Training and Capacity Building

- Develop and deliver training programs for partners' architects, engineers, and construction workers on Habitat Nepal's construction technologies, sustainable design principles, and innovative methods.

Safeguarding

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve.

We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.

Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the

rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Education Qualification and Professional Experience

- Bachelor's degree in architecture, with a master's degree in a relevant field.
- Minimum of 5 years of relevant experience in architectural engineering, low-cost housing, and related sectors, including significant on-site/field experience.
- Strong knowledge of low-cost housing design and vernacular architecture.
- Preferred experience in monitoring and supervision.
- Results-driven with excellent interpersonal, written, and verbal communication skills in English and Nepali.
- Ability to work effectively in cross-cultural settings and collaborate with regional offices.
- Proactive in managing workloads and priorities with minimal supervision.
- Proficiency in AutoCAD, SketchUp, InDesign, Photoshop, and Microsoft Office Suite.
- Experience with non-profit organizations is an advantage.

Habitat for Humanity Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities are encouraged to apply.

Interested candidates are requested to visit the merojob site to apply through the online form made available - www.merojob.com/habitatnepal

Application submission deadline is 29 January 2025

Human Resources Department, Habitat for Humanity Nepal

We strive to keep our recruitment process consistent and fair. Only shortlisted candidates will be notified.