

AGRÉMENT SOUTH AFRICA VACANCY

Design Draughts Person (Re-advertisement)

(Remuneration: R437,033.40. p.a.)

Location: Pretoria

Reference number: ASA0009/2018

Purpose of the job

The individual will provide support to the Technical Assessment Team. The role includes producing clearly understandable, descriptive, technical drawings as required by the Agrément certification process.

Key Responsibility Areas:

1. Draught scale drawings:

- Analyse and interpret drawing requirements from submitted documentation.
- Interact with the technical assessors to determine drawing requirements.
- Produce draft drawings to scale on AutoCAD.

2. Amendments and updates

- Receive request for amendment or update of existing certificates.
- Analyse and interpret amendment/update drawings requirements.
- Draft new drawing if update relates to archived certificates (not digitally available).
- Follow approval process as per new drawings.

3. Ad Hoc requests

- Produce technical drawings in support of the certification process.
- Generate graphics/drawings required to supplement or enhance submissions
- Any other duties as assigned by the manager

4. Documentation services

- Perform document preparatory services as part of the Drawing Office

Qualifications and Experience Minimum:

- A 3-Year National Diploma in Architecture or related field
- Experience: 5 Years working experience as a Draughts person
- Experience in Auto Cad

Technical Competencies:

- Project Management
- Create accurate Cad drawings from rough drawings/photographs
- Knowledge of SABS standards
- Ability to maintain a high level of accuracy in preparing and entering information and attention to detail
- Knowledge and understanding of the relevant system and the impact of accuracy of drawings produced.
- Ability to work with sensitive and confidential information
- Record keeping skills
- Analytical

Behavioural Skills:

- Accuracy (Essential)
- Attention to detail (Essential)
- Computer Skills (Essential)
- Communication Skills
- Confidentiality (Essential)
- Planning and organising skills
- Administrative Skills
- Time Management Skills
- Team Working Skills
- Problem Solving Skills
- Professionalism

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (e.g. John Smith: Draughts person in: Reference no: ASA0007/2018) to email address agrement@agrement.co.za by no later than **11 January 2019**

Agrément South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy.

Please note that correspondence and communication will only be conducted with shortlisted candidates and that Agrément South Africa reserves the right not to make an appointment.

Enquiries: Ms. Portia Molatlhegi at +27 12 841 2859.