

About the University:

O. P. Jindal Global University (JGU) is a world class University at the National Capital Region, Delhi (Sonipat), India. JGU has established six schools: Jindal Global Law School (JGLS), Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH) and Jindal School of Journalism and Communication (JSJC).



**Research Focused | 1:13 Faculty Student Ratio | 20% International Faculty |
15 Programmes | 180 International Collaborations | 1500 Publications**

Job Title:

Manager – Architect

Primary Work Location:

University Campus, Sonipat (NCR of Delhi)

Job Summary:

An architect will plan, design and oversee the University, office buildings, and other structures.

Job Tasks and Responsibilities:

- To meet with the internal stakeholders/ senior management to determine objectives and requirements for structures;
- To estimate the amount of required materials, equipment, and construction time;
- To prepare structure specifications;
- To direct and prepare drawings and documents;
- To prepare contract documents for building contractors;
- To manage construction contracts within budgets and timelines;
- To visit worksites to ensure that construction adheres to architectural plans;
- To control projects from start to finish to ensure high quality, innovative and functional design;
- To plan new building designs, extensions, alterations, restorations and conservations from the earliest stages right through to completion;
- To follow architectural trends and advancements.

Other Skills:

- Proven working experience as an architect
- Strong portfolio to prove artistic skills

- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Excellent drawing skills and familiarity with design software
- Strong imagination and the ability to think and create in three dimensions
- Visual awareness and an eye for detail
- Communication and project management skills

Experience & Qualification:

- Minimum 5 to 8 years of relevant work experience
- BS degree in Architecture