



AWTORITÀ TAD-DJAR ♦ HOUSING AUTHORITY

22, Triq Pietro Floriani, Furjana, FRN 1060. Tel: 22991-000, Freephone: 8007 2232, Fax: 21 243284.

Mission Statement

Decent housing strengthens communities and provides a better setting in which to raise our children.

EXPRESSIONS OF INTEREST

Expressions of interest are invited from suitably qualified and experienced architects, quantity surveyors and technical officers / draughtsmen who wish to offer their services to the Housing Authority to assist in the implementation of a number of social housing projects.

Interested candidates having the necessary qualifications are invited to send in a detailed CV (Europass format) addressed to the Chairman, Housing Authority, 22, Pietro Floriani Street, Floriana FRN 1060 by not later than Tuesday, 22nd December 2009. Terms of reference may be obtained from the Human Resources Section of the Housing Authority or alternatively it can be downloaded from the Authority's website. www.housingauthority.com.mt

All applications will be treated with confidentiality.

TERMS OF REFERENCE

1. Scope

The Housing Authority is seeking to engage suitably qualified individuals who are interested in offering the necessary professional and technical services to assist the Housing Authority in the implementation of the following:

- a) The provision of housing units for rent including the finishing, refurbishment and rehabilitation of vacant premises,
- b) The provision of a responsive repairs service in occupied premises,
- c) The provision of planned maintenance and improvements in existing housing stock.

2. Qualification requisites

The professional / technical officers to be engaged should ideally merge with the technical team at the Housing Authority to provide support and pro-active assistance in the implementation of various projects and all technical operations undertaken by the Authority. They must hold recognized qualifications related to rendering the required service as (a) architects, (b) quantity surveyors and (c) technical officers / draughtsmen. The persons to be engaged should ideally have

experience in building construction, property repair and maintenance, defects diagnosis and specifying remedial repairs, cost management and analysis and also have a good understanding of the key trades and accepted standards of workmanship. They must also be capable to use ICT equipment for basic applications and must hold a driving license and be ready to use their own car to carry out site inspections.

3 Main Responsibilities

It is essential that the professional / technical officers engaged will eventually work as a team to achieve objectives related to the provision, maintenance and improvement of decent housing. The services required may be broadly categorized as follows:

3.1 Architect's role

- The full range of professional service required to construct, refurbish or rehabilitate property including design and preparation of plans and detailed drawings, application for MEPA permits and compliance certification, structural design, preparation of bills of quantities, estimates and tender documents, adjudication of bids, supervision and certification of works and follow up projects to satisfactory conclusion.
- Liaison with Government Departments, Corporations and service providers.
- Survey of private property to assess and report on layout, condition and finishes, evaluate market price and make recommendations on feasibility of acquisition.
- Inspection of private and government properties in order to assist with the processing of Home Repair Improvement Schemes and provide estimates for any qualifying financial assistance to applicants.
- Survey of vacant premises to determine extent, specifications and estimates of works necessary to rehabilitate the premises to a decent standard.
- Prioritise and co-ordinate programmes of work for planned maintenance and improvements based upon surveys of premises and housing stock condition.
- Co-ordinate stock condition surveys to identify extent, scope and timescale for repairs and future planned maintenance and improvements of housing stock.
- Liaising with technical officers to ensure monitoring of works and certification of payments.
- Analysis of data to determine energy efficiency of housing stock.
- Respond to emergency cases such as structural failure in tenements / common parts and co-ordinating remedial action necessary

3.2 Quantity Surveyor's role

- Taking off quantities from drawings, analysing and formulating information regarding works required to facilitate preparation of BOQ's.
- Preparation of tender documents including BOQ's for all tasks and services, specifications, conditions of contracts and others.

- Obtaining quotations for particular tasks, evaluating offers and preparation of works orders.
- Scrutinise and amend tender document to ensure there are no conflicting provisions and establish sufficiency for contract.
- Prepare cost estimates for new projects and undertake costs analysis for repairs and maintenance works.
- Review bids, prepare schedules of rates and amounts offered, adjudicate offers and prepare reports and recommendations.
- Measure works carried out and prepare interim certificates of payments in accordance with contract requirements.
- Identify variations, modifications and additional works and evaluate their value for recommendation purposes.
- Monitor payments against progress and projected expenditure and identify areas of material difference.
- Managing multiple tenders and ensuring regular issue of progress payments to contractors.
- Prepare forecasts of expenditure on ongoing and future projects.

3.3 Technical Officer / Draughtsman's role

- To provide the technical support required for implementing various schemes aimed at assisting clients in their housing needs by means of inspections in dwellings in order to measure, survey condition and report accordingly.
- Respond to requests, queries and complaints from Housing Authority clients and assist in smoothing out of problems related to sold and rented premises.
- Undertake inspections of work in progress to ensure that all works are completed to a satisfactory standard.
- Assist superior officers to confirm works carried out in connection with various House Repairs and Improvement grants issued by the Housing Authority.
- Undertake detailed inspections both of a routine nature and in response to complaints of housing disrepair and diagnose repairs necessary.
- Co-ordinate responsive and planned repairs programme including pre and post inspections of repair and maintenance work, issuing work orders and liaising with contractors and clients.
- Supervise works and ensure that projects are completed satisfactorily according to good work practice within the specified time frame and budget.
- Liaise with quantity surveyors and architects to measure work and ensure regular payments to contractors.
- Ensure that computerized records for repairs, planned maintenance and improvement works, measured works, condition surveys etc. made in housing stock are maintained.
- Inspect, measure and draw up plans of any premises as directed.
- Design and drawing up of plans, elevations, sections working and detail drawings on ACAD software.
- Assist superior officers on any issues / tasks related to Technical operations.

- Preparation and collecting of data relative to Technical operations.

4 Conditions

- Contracts will be offered on an hourly fee basis in accordance with the category of services rendered in the various roles of architects, quantity surveyors or technical officers / draughtsmen. The individuals engaged will be bound to provide the required services against fixed per hour fees during the contract period of twelve (12) months, following which the contract may, or may not be extended at the discretion of the Housing Authority.
- The individuals engaged will be expected to perform the work from Housing Authority offices and to fit their work schedules within the stipulated working hours of the Housing Authority.
- The individuals engaged will be expected to work an average of 35 hours per week.
- The individuals will be expected to report to the relative Co-ordinator / Supervisor responsible for the task / project assigned.

Submission Requirements

Interested and suitably qualified persons are invited to submit the following:

1. A detailed CV (Europass format) including a brief description of experience in related discipline and relevant past assignments
2. A quotation of hourly fees for the provision of services required commensurate with the category as described above, on a fee based definite contract basis. Hourly fees are to be quoted net of VAT.

Submissions should be addressed to the Chief Executive Officer and should be deposited at the Housing Authority offices in Pietro Floriani Street, Floriana by not later than Tuesday, 22nd December 2009.

Appointment of successful applicants

Only applicants who demonstrate their suitability in accordance with qualifications and experience requirements will be considered and invited to attend for an interview.

Appointments will be awarded on the basis of 40% suitability / quality of services and 60% cost (hourly fees).