Job Description

Position Title	Design Coordinator
Department	Facilities
Reporting To	Head of Facilities
Type of Position	Contractual

POSITION DESCRIPTION

The incumbent will be responsible to assist and coordinate with the Facilities Department in drafting technical designs and drawings to upgrade the University's interior architecture.

DUTIES AND RESPONSIBILITIES

✓ Designing architectural diagrams for in-house upgradation of the campus both in 2D AutoCAD and 3D software.
✓ Coordinating with and presenting 3D plans to the senior management, the Facilities Department and architects for the implementation of the upgradation plans.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ FSC ✓ Software Training
Required Experience	✓ 3 years of relevant experience in using AutoCAD and different designing software.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	AutoCAD	High
2.	Revit	High
3.	Lumins	High
4.	Microsoft Office	Medium

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