

VACANCY

Position: ARCHITECTURAL TECHNICIAN (1X)
Grade: C3
Location: Head Office, Windhoek

The main purpose of this job is to produce accurate and complete project and working drawings that comply with project specification and local authority requirements; to maintain complete archives of project documentation.

Key Performance Areas:

- Interprets and converts Architect's sketches to scaled, properly dimensioned and neat CAD drawings.
- Collects all relevant project data from Supervisor, Architect, surveyor General's office and Municipal authorities.
- Prepares working drawings for tenders.
- Contracts administration and construction of houses.
- Visits site and obtain measurements of houses.
- Prepares an as-built drawing and submits for approval to municipality.
- Prepares all required drawings to municipal scale requirements and plots drawings on required sizes of paper and other mediums as per municipal requirements.
- Makes all necessary arrangements for the submission of drawings to local authorities. (Obtains information on requirements of plan submissions, fills-out application forms etc.).
- Liaises with Local Authorities for inspections.

Skills and knowledge Required:

- Working knowledge of land surveying and other site assessment.
- Good knowledge of ArchiCAD application and advanced computer skills.
- Working knowledge of building structures, methods of construction and materials.
- Knowledge of building regulations, local authority by-laws, and in-house standards for residential house.
- Knowledge of municipal requirements for drawings and diagrams.
- Fair knowledge of financial matters.
- Knowledge of relevant by-laws and regulations.
- Knowledge of word-processing applications.
- Ability to use initiative, to prioritise and uphold standard working procedures.
- Ability to interact with superiors and peers professionally.

- Assertiveness; ability to articulate intent and purpose to superiors.
- Good communication, interpersonal and presentation skills.
- Ability to read drawings.
- Interpersonal, problem solving and decision-making skills.
- Excellent Computer literacy.
- Knowledge of Municipal requirements for drawings and diagrams.
- Knowledge of building regulations, local authority by-laws, in-house standards for residential houses.

Minimum Education and Experience Requirements:

- A three-year National Diploma or NTC III in Architectural Drafting or Related ArchiCAD training & Certification.
- 4 years' relevant experience in drawing Office.
- Code B driver's license.
- Namibian Citizenship.

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply. Only shortlisted candidate will be contacted, and no documents will be returned. Applications should be addressed to:

The Chief Executive Officer

**Attention: The Executive Human Resources & Strategy
NHE Head Office**

7. Gen. Murtala Muhammed Ave. Eros, Windhoek

**ONLY APPLICATIONS SUBMITTED VIA THE NAMIBIA
INTEGRATED EMPLOYMENT INFORMATION SYSTEM
(NIEIS) WEBSITE <https://nieis.namibiaatwork.gov.na/> or
NHE recruitment Email: recruitment@nhe.com.na.**

No hand delivered applications will be accepted.

CLOSING DATE; 10 OCTOBER 2025



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National Housing Enterprise

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