

JOB TITLE: ARCHITECTURAL DESIGN COORDINATOR

LOCATION: NAIROBI, KENYA

KDI is looking for a design professional to support our dynamic and growing Nairobi office. The ideal candidate must have: Strong architecture design, presentation and documentation skills, significant number of years in community development, in depth knowledge of both local and international community engagement and development strategies, and be passionate about participatory community development, design and planning.

Duties & Responsibilities

- Lead community partners through participatory design process for assigned Projects, and any other design projects that KDI Kenya is engaging with
- Develop concepts for design approach based on community design workshops, in conjunction with design team.
- Produce drawings from initial schematic design through construction documents based on community design workshops, in conjunction with design team.
- Develop BOQ for design costing, in conjunction with design team.
- Dedicate time to design investigation for development of innovative and appropriate techniques, details, materials for the architectural and aesthetic development of sites.
- Develop design guidelines for projects.
- Work in close coordination with design and construction team including input into work plans and budgets
- Construction administration and on-site supervision of site works. Monitoring that procedures and processes of design + construction management are being followed.
- Work on multiple design and construction projects simultaneously
- Work in the field for significant periods as required by construction schedule
- Direct liaison with community partners on design issues
- Report directly to Country Director and regular consultation and review with US Directors as required
- Collaborate and contribute to other KDI projects and initiatives as identified and agreed with Country Director and US Directors

Desired Profile

Talents and Skills

- A passion for creating transformative places and working collaboratively with people from all walks of life
- Flexibility, adaptability, quick thinking.
- Strong design and presentation skills
- Strong writing and graphic communication skills
- Can live and work in Nairobi, with significant field time in Kibera

Experience

- University Degree or Masters in Architecture
- Strong and versatile portfolio of projects rooted in community development
- Experience working in teams on design and construction phases of projects
- Experience with community work in challenging environments, in particular experience working in informal settlements
- Proven ability to innovate and collaborate with teams on project deliverables
- Proven experience in design investigation for development of innovative and appropriate design techniques, and details
- Significant experience working in development through participatory design processes
- Strong references

Interested, qualified applicants are required to submit by email (1) a covering letter indicating expected salary, (2) detailed Curriculum Vitae including 3 referees 2 of which should be from previous employment to: mailkenya@kounkuey.org