

JOB TITLE/ Chức danh: ARCHITECTURAL DIRECTOR	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Board of Directors 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none">
Summary of Duties/ Tóm tắt nhiệm vụ <ul style="list-style-type: none"> The Architectural Director will provide visionary leadership and strategic direction for the Architectural Department, driving innovation, design excellence, and high-quality project delivery across Company's diverse portfolio. This role is critical in reinforcing Company's reputation as a leading multidisciplinary consultancy in the industry. Key responsibility is to oversee all aspects of architectural practice, ensuring seamless coordination across design disciplines, project teams, and stakeholders. This role bridges design leadership, business strategy, and operational execution. 	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ol style="list-style-type: none"> <u>Strategic Leadership & Design Vision</u> <ul style="list-style-type: none"> Set the strategic direction for the Architectural Department in line with corporate objectives; Lead firm-wide design visioning to ensure world-class and contextually appropriate architectural design solutions; Drive innovation in design thinking, sustainable practices, and digital design technology (e.g. BIM, parametric design). <u>Project Oversight & Technical Excellence</u> <ul style="list-style-type: none"> Oversee the design quality, technical soundness, and compliance across all architecture projects; Resolve complex architectural and multi-disciplinary issues during design phases; Provide final review and sign-off on key project deliverables, ensuring alignment with design intent, code, client objectives. <u>Client Engagement & Business Growth</u> <ul style="list-style-type: none"> Act as the firm's architectural representatives to high-level Clients, Government Agencies, Strategic Partners, and Senior Management; Collaborate with Senior Management and Business Development teams on project acquisition, proposals, and resource planning; Support business development initiatives by leading major bids, preparing design methodologies, and nurturing long-term client relationships. <u>Cross-Disciplinary & External Collaboration</u> <ul style="list-style-type: none"> Champion integrated design delivery by facilitating collaboration between architects, engineers, planners, and other specialists; Liaise with sub-consultants, external consultants, suppliers, and contractors to uphold design quality and project success. <u>Team Leadership & Talent Development</u> <ul style="list-style-type: none"> Inspire, guide, and mentor a high-performing design team, fostering a culture of excellence, accountability, and collaboration; Oversee performance reviews, talent development plans, and succession strategies; Build leadership capabilities within the team and identify future leaders. 	

6. Governance, Risk & Compliance

- Ensure all designs meet local and international codes, safety standards, and environmental regulations;
- Monitor risk exposure and implement mitigation strategies related to project delivery, contracts, and design responsibilities.

Essential Qualifications/ Trình độ chuyên môn

- Bachelor's Degree and above in Architecture from an accredited university;
- Practicing License or Professional Registration in Architectural Design is a MUST.
- At least 20 years of relevant experience, with at least 8 years in a senior leadership capacity;

Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)

➤ **Knowledge:**

- Proven track record in leading large-scale, complex projects across multiple sectors (e.g. healthcare, aviation, mixed-use, civic, etc.);
- Demonstrated experience in client engagements, business development, and design-led project delivery.

➤ **Technical Competencies**

- Strong proficiency in design and documentation tools such as AutoCAD, Revit, 3Ds Max, SketchUp, Photoshop;
- Knowledge of BIM workflows, clash detection, and collaborative platforms (BIM 360, ACC);
- Expertise in design conceptualization, feasibility studies, master planning, and branding;
- Familiarity with international design standards and local building codes;
- Sustainable design expertise is an advantage;
- Demonstrated success in client relationship management and business development activities.

➤ **Functional Competencies**

- Excellent leadership and team management skills, with mentorship skills;
- Advanced communication, presentation, and negotiation abilities;
- Strategic thinking and commercial awareness to support business growth;
- Strong time and workflow management abilities in a dynamic environment;
- Proven problem-solving skills and adaptability in diverse contexts.

➤ **Language Proficiency:**

- English: Native / Bilingual;
- Additional languages: Fluency in other languages is an advantage..

Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: <ul style="list-style-type: none"> Salary: open to discuss 	WORK PLACE/ Địa điểm làm việc: <ul style="list-style-type: none"> Ho Chi Minh city. Working time: 8:00 -17:00, Monday- Friday (42.5h/week)
Level <ul style="list-style-type: none"> Level: 	Industry/ Ngành nghề: <ul style="list-style-type: none"> Architectural and engineering design consultancy services
Team size <ul style="list-style-type: none"> 	Language/ Ngôn ngữ: <ul style="list-style-type: none"> English: Native / Bilingual;
Ghi chú cho người giới thiệu <ul style="list-style-type: none"> Nationality: Expat Có kinh nghiệm design image và Project Management. 	