

Career Openings

Senior Architect / Project Manager

NIKKEN SEKKEI FZ-LLC (NSFZ Dubai) is part of one of the world's largest architectural and engineering design firms, headquartered in Tokyo.

We are recruiting Senior level Architects who have strong design skills and an interest in contributing to architectural and urban design projects.

NSFZ Dubai works closely with global project teams, to deliver world-class architectural, urban, and interior design solutions across the Middle East and globally.

Successful candidates can expect to work in an international, collaborative, and professionally challenging environment. Projects are subject to proposal selection, but typically range from large-scale residential to commercial and hospitality developments, in both public and private sectors.

All candidates are requested to carefully review the job description below and submit their applications in English through the official application portal or designated email address.

nikkendubai@nikken.jp

Applicants should include:

- Self-introduction
- Current gross salary
- Expected gross salary
- Description of career goals and aspirations
- Reasons for applying to NSFZ Dubai
- How you believe you can contribute to our office
- Updated CV
- Portfolio summary (up to 10 projects, with clear explanation of your involvement)

Maximum two pages (A4 size) for the above. Total file size should not exceed 25MB.

Job Description

Open Position: Project Manager / Senior Level Architect

Hiring Condition: Full-time Employee

Location: Dubai, UAE

Working Hours:

- **Monday – Thursday:** 8:00 a.m. – 6:00 p.m. (1-hour lunch break)
- **Friday:** 8:00 a.m. – 12:00 p.m.

Probation Period: 6 months (as per UAE Labor Law)

Monthly Salary Range: Executive Project Manager: AED 22,000 – 25,000 (per month)

(Final offer will be based on experience, leadership capability, and project exposure)

Allowances / Benefits

- Monthly salary
 - Annual paid leave, sick leave, and public holidays (UAE Labor Law compliant)
 - Annual performance-based bonus
 - Annual performance appraisal and salary review (as per company policy)
 - Medical insurance (company policy)
 - Annual return flight ticket to home country
 - Opportunities for long-term career progression within Nikken Sekkei Group
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1. Basic Responsibilities

The Executive Project Manager will take overall responsibility for **planning, execution, and delivery** of projects, ensuring alignment with client expectations, company standards, and financial targets.

Key responsibilities include:

- Leading and managing complex architectural, urban, and mixed-use projects from concept through completion
- Acting as the primary point of contact for clients and senior consultants.
- Establishing project execution strategies, schedules, budgets, and risk management plans
- Coordinating multi-disciplinary teams, including architects and external consultants
- Monitoring project performance across time, cost, quality, and scope
- Ensuring compliance with UAE regulations, authority requirements, and Nikken Sekkei standards
- Supporting business development activities, including proposal strategy, fee

- negotiations, and client presentations
- Mentoring and guiding project team members, fostering a high-performance and collaborative culture
 - Providing regular project status reports to senior management and headquarters
 - Identifying opportunities for operational improvement and project delivery excellence
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2. Application Requirements

Minimum Education:

- Bachelor's degree in architecture, or related discipline
- Master's degree or professional certifications (PMP, PRINCE2, etc.) are an advantage

Professional Experience:

- Minimum 10 years of relevant project management experience
- At least 4 years in a senior or leadership project management role

Software & Technical Knowledge:

- Familiarity with design and coordination tools such as **AutoCAD, Revit, or BIM platforms**
- Solid understanding of project delivery methodologies, contracts, and authority approval processes

Personality / Professional Traits

- Strong leadership, decision-making, and negotiation skills
 - Excellent client-facing and communication abilities
 - Highly organized, proactive, and detail-oriented
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3. Interview Process

- Initial screening by Management and HR
- Technical and leadership interview (online or face-to-face)
- Final evaluation based on experience, leadership capability, and cultural fit

NSFZ Dubai welcomes experienced professionals seeking **long-term roles** within an internationally recognized design organization.

4. Employment Start Date

The start date will be discussed during the interview and confirmed based on project and operational requirements.

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