

## TERMS OF REFERENCE

**Post:** Senior Quantity Surveyor

**Reporting relationship:** Head of Department

**Gross Salary:** - MVR 23,175.00

**Employment Type:** Ordinary (first year on contract)

### **RESPONSIBILITIES AND DELIVERABLES:**

1. Engage actively in Contract Management and Contract Administration.
2. Liaise with Project Quantity Surveyors and guide the QS team to ensure all the protocols related to certifying Interim Payment Applications have been followed
3. Review the Contract documents and advise QS team on payment procedures.
4. Liaise with the Finance Department and provide forecast payments and cash flow statements of all ongoing projects.
5. Monitor the progress on all the ongoing projects based on financial terms, work done S curves and communicate with the Project Management team regarding any shortfalls.
6. Maintain constant liaison with the Contractor and their representatives (architects, surveyors, and other technical staff) to ensure the cost/earn value constraints are taken into consideration.
7. Ensure that the guidance and direction provided by the Project Manager and the Technical Committee are incorporated into the relevant project components when it comes for the payments for executed work.
8. Assist Project Manager to preparation and compiling of information/reports such as annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by Government, Funding Agency, and management for review and/or for presentation are provided in a timely manner.
9. Guide QS team on preparation of Interim Payment Certificates. Conduct weekly commercial meetings with the Contractors and verify all supporting documents required to certify IPA.
10. Assist QS team on preparation of Value Engineering Proposals, Life Cycle cost proposals, and Engineering estimates for upcoming projects.
11. Liaise with Project Manager regarding Change management, Contractor's claims and Employer's claims.
12. Follow the Delay and disruption protocols and evaluate EOT claims. Liaise with Project Manager in preparation of responses related to EOT claims.

## **EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)**

- Minimum Undergraduate Qualification in Quantity Surveying (Completion of MQA Level 7). Must have minimum (10-12) years of professional work in the field of Quantity Surveying.

## **SKILLS AND COMPETENCIES:**

- Strong Analytical skills and critical thinking skills.
- Excellent management skills and the ability to multitask.
- Excellent communication skills, with effective stakeholder management
- Excellent interpersonal skills & conflict resolution skills.
- Great team player and an effective leader able to motivate project team.
- Ability to organize, plan, and strategize.
- Attention to detail and a methodical approach to work.
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Ability to manage multiple projects and work to meet tight deadlines