

Post: Quantity Surveyor

Reporting Relationship: Head of Department

Gross Salary: MVR 23,305.00

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

1. Collect relevant supporting documents from the Contractor with reference to the Interim Payment Applications.
2. Check the RFIs and highlight discrepancies with compared to the submitted IPA and discuss those matters with the senior QS.
3. Update and maintain the Master material list referring to each shipment including of checking Invoices, packing lists, and tally the quantities based on the Bill of Landing.
4. Process duty exemptions coordinating with Project Officers.
5. Take off Quantities relevant to the Contractor submitted IPA and assist Senior QS to evaluate the monthly work done.
6. Assist Senior QS in valuation of variations.
7. Take off quantities and prepare budgetary BOQs for the upcoming projects, and project proposals.
8. Preparation of IPC and forward to the Senior QS for review.
9. Evaluation of material on site claims and report to the Senior QS with all relevant documents to proceed material on-site claims.
10. Keep and update all documents relevant to the approval of Contractor's Interim Payment Application. (Both soft and hard copies and updating the relevant logs in the Server)

EMPLOYEE SPECIFICATION

- Minimum Undergraduate Qualification in Quantity Surveying (Completion of MQA Level 7). Must have a minimum of 5 years of professional experience in the field of Quantity Surveying.



OTHER COMPETENCIES

- Good communication and negotiation skills
- Good knowledge in Quantity Surveying principals including contract management.
- Hand-on experience in CostX, Bluebeam will be an added advantage.
- Ability to correlate financial progress with the physical process and generate graphs to represent earn value management.
- Skills using PM software (MS Project/Primavera)