

## TERMS OF REFERENCE

**Post:** Quantity Surveyor

**Reporting Relationship:** Manager, Project Management

**Gross Salary:** MVR 26,930.00

### **RESPONSIBILITIES AND DELIVERABLES**

1. Engage actively in contract management and administration, ensuring all contractual obligations are met.
2. Review contract documents and advise the project management team on payment procedures to ensure accuracy and adherence to terms.
3. Liaise with the Finance Department to provide forecast payments and cash flow statements for all ongoing projects, ensuring financial planning aligns with project progress.
4. Monitor the financial progress of ongoing projects, utilizing work done S curves, and communicate any shortfalls to the Project Management team.
5. Maintain constant liaison with the Contractor and their representatives, including architects, surveyors, and other technical staff, ensuring cost/earned value constraints are considered
6. Ensure that guidance and direction from the Project Manager and Technical Committee are incorporated into project components, especially concerning payments for executed work.
7. Assist the Project Manager in preparing and compiling reports, such as annual project reviews, progress reports, and other documentation required by the Government, Funding Agency, or management.
8. Prepare Interim Payment Certificates, conduct weekly commercial meetings with Contractors, and verify all supporting documents for IPA certification.
9. Prepare Value Engineering Proposals, Life Cycle Cost Proposals, and Engineering Estimates for upcoming projects.
10. Liaise with the Project Manager regarding change management, including handling Contractor's claims and Employer's claims.
11. Follow delay and disruption protocols, evaluating Extension of Time (EOT) claims, and work with the Project Manager in preparing responses related to these claims.
12. Ensure construction activities are carried out according to the plans, designs, and drawings, verifying that the accuracy of quantities and proportions of construction materials is maintained.

### **EMPLOYEE SPECIFICATION.**

1. A minimum of an undergraduate degree in Quantity Surveying equivalent to MQA Level 7 or 8, with 6-8 years of relevant experience.

### **OTHER COMPETENCIES**

1. Proven track record of managing projects at various levels with accountability.
2. Able to confidently manage subcontractor accounts.
3. Understanding and knowledge of similar projects.
4. Highly organized and should be able to multitask.
5. Excellent research skills and presentation skills.
6. Strong analytical, problem-solving and conceptual skills.
7. Computer literate with excellent Microsoft software skills