

## **TERMS OF REFERENCE FOR QUANTITY SURVEYOR**

**Post:** Quantity Surveyor  
**Department:** Planning and Project Management  
**Gross Salary:** MVR 25,000+  
**Reporting relationship:** Reports to the Head of Department

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### **RESPONSIBILITIES AND DELIVERABLES:**

1. Preparing tender and contract documents, including bills of quantities with the architect and/or the client.
2. Undertaking cost analysis for repair and maintenance project work.
3. Assisting in establishing a client's requirements and undertaking feasibility studies.
4. Performing risk, value management and cost control.
5. Advising on procurement strategy.
6. Identifying, analyzing and developing responses to commercial, technical or other risks.
7. Preparing and analyzing costing for tenders.
8. Allocating work to subcontractors.
9. Providing advice on contractual claims.
10. Analyzing outcomes and writing detailed progress reports.
11. Valuing completed work and arranging payments.
12. Maintaining awareness of the different building contracts in current use.
13. Understanding the implications of health and safety regulations.
14. Compare the drawings and the Bill of Quantities submitted to ensure that the values coincide.
15. Check and prepare Bill of Quantities of buildings as well as other infrastructure assigned.
16. Prepare Bills of Quantities required in the construction building and infrastructure works required for the project at the current market price.
17. Prepare Bills of Materials and Cost Estimates that reflect probable construction costs.
18. Ensure that the construction activities are carried out according to the plans, designs and drawings and ascertain accuracy of the qualities, quantities and proportions of the construction materials are precisely maintained.
19. Review and agree on the quantity, quality and cost of the materials used for construction of the building by the Contractor.
20. Advice in the tendering process including, procurement and contract negotiations stage.
21. Assist and advice Project Implementation Unit in preparing and revising project activities and financial plans and when required by the Government and the relevant funding agency.
22. Assist in the review/evaluation of project reports and documents.
23. Assist and advice FDC in developing and reviewing proposals, concept and designs pertaining to construction projects and provide necessary comments and suggestions.

## **REQUIREMENTS**

- Completion of MQA Level 7 Qualification in Quantity Surveying or related field.
- Civil Engineering/Quantity Surveying professional education certification with minimum 5 years of experience in the field.

## **Competencies**

- A proven track record of managing projects at various levels with accountability.
- Able to confidently manage subcontractor accounts.
- Understanding and knowledge of similar projects.
- Highly organized and should be able to multitask.
- Good interpersonal and communication skills
- Strong teamwork and interpersonal skills.
- Excellent written and verbal communication
- Excellent research skills and presentation skills.
- Strong analytical, problem-solving and conceptual skills.
- Computer literate with excellent Microsoft software skills.



## APPLICATION FORM FOR EMPLOYMENT

Applicant's  
passport size  
photo

### 1. Job Details

Applied position:

Announcement Reference:

### 2. Applicant's Details

2.1. Full Name:

2.2. Permanent Address:

2.3. Current Address:

2.4. ID Card Number:

2.5. E-mail Address:

2.6. Mobile Number:

2.7. Date of Birth:

2.8. Age:

2.9. Gender:

Male

Female

### 3. Educational Qualification

#### G.C.E Ordinary Level and S.S.C Results

Subject

Grade

Year

#### G.C.E. Advanced Level and H.S.C Results

Subject

Grade

Year

#### Higher Educational Qualification

Program

Level

From

To

Institute/ Country

### 4. Employment History

Designation

Office

From

To

## 5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

**Applicant's Signature:**

**Date:**

**Documents to submit:** (Please check if the following documents have been included)

- 1. Curriculum Vitae (CV)
- 2. Educational Certificates (Accredited and Attested copies)
- 3. Copy of National ID card
- 4. Job Reference Letters (Previous/current employment)
- 5. Police Report (On request prior to finalizing of employment)
- 6. Portfolio (if applicable)

**Please submit completed application form, with relevant supporting documents addressed to:**

HUMAN RESOURCES,  
Fahi Dhiriulhun Corporation  
8<sup>th</sup> Floor, H. Orchid  
20095, Ameeru Ahmed Magu,  
K. Malé, Republic of Maldives.