

**JOB VACANCY**

HDC(161)-HR/IU/2020/182

16<sup>th</sup> September 2020**Quantity Surveyor  
Planning & Development****MINIMUM QUALIFICATION & REQUIREMENT**

1. Bachelor's Degree or MNQF Level 7 Qualification in Quantity surveying/Construction management or relevant field with minimum 2 years' experience in relevant field. **(OR)**
2. Advanced Diploma or MNQF Level 6 Qualification in Quantity surveying/Construction management or relevant field with minimum 5 years' experience in relevant field.

**OVERALL SCOPE**

Responsible to establish the cost of installation, materials and workmanships and to come out with a well-planned quotation which is beneficial to both the company and the main contractors for each individual project that the company is handling.

**SCOPE OF WORK**

- Managing costs on a wide variety of new building projects and structures.
- Undertaking costs analysis for repair and maintenance project work.
- Assisting in establishing a client's requirements and undertaking feasibility studies.
- Performing risk and value management and cost control.
- Advising on procurement strategy.
- Preparing bills of quantities.
- Identifying, analyzing and developing responses to commercial risks.
- Analyzing outcomes and writing detailed progress reports.
- Valuing completed work and arranging payments.
- Maintaining awareness of the different building contracts in current use.
- Preparing variation orders.

**JOB SKILLS AND SPECIFICATIONS**

- Should be able to provide post-occupancy advice, facilities management services and life cycle costing advice.
- Direct work experience in a project management capacity, including all aspects of process development and execution.
- Experience at working both independently and in team oriented, collaborative environment is essential.
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Strong familiarity with project management software's and technical know-how of the projects
- Ability to effectively prioritize and execute tasks in a high pressure environment is crucial.
- Ability to manage multiple projects and work to tight deadlines
- Ability to work as an individual and as a flexible team player.

**SALARY PACKAGE:**

Gross Salary between 19,400.00 to 22,800.00 based on qualification and experience.

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**Application Process:**

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/1z9sia>). For any additional queries please contact to 3355305.

**Application Deadline:****Date: 22<sup>nd</sup> September 2020 (Tuesday)****Time: 14:00hrs**