

## JOB VACANCY

HDC(161)-HR/TU/2021/85  
16<sup>th</sup> February 2021

**For Locals  
Only**

### **Quantity Surveyor Project Management & 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 estimate 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 building and infrastructure projects.
- Undertaking costs analysis for variations and maintenance project work.
- Assist in establishing client's requirements and undertaking feasibility studies.
- Performing risk and value management and cost control.
- Advising on procurement strategy.
- Preparing tender and contract documents including bills of quantities.
- Preparing, analyzing cost for tenders.
- Preparing bills of quantities.
- Claim reporting and claim preparation.
- Understanding the implications of health and safety regulations.
- Preparing and assessing of variation/claims and providing advice on contractual claims.
- Analyzing outcomes and writing detailed progress reports.
- Valuing completed work and preparation of payment certificates.
- Identifying, analyzing and developing responses to commercial risks.

#### **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.

#### **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/22rcoq>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 22<sup>nd</sup> February 2021 (Monday)**

**Time: 14:00hrs**