

JOB VACANCY

HDC(161)-HR/IU/2021/428
30th August 2021

Quantity Surveyor **Planning & Development / 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 quotation which is beneficial to both the company and the main contractors for each individual project that the company is handling.

SCOPE OF WORK

- Prepare tentative costs, detailed cost estimates, bill of quantities, bill of materials for in-house, out-source and external projects.
- Conduct cost analysis for tender evaluation by comparing and evaluating costs.
- Prepare and review of terms of reference, tender documents and contract documents for construction projects.
- Coordination of negotiations with contractors prior to signing contract for construction projects.
- Analysis of current market rate and prepare rate breakdowns and database.
- Provide project feedback to relevant departments during project formulation and in preparation of reports to external parties (ministries, etc.).
- Undertake costs analysis for repair and maintenance project work.
- Manage costs on a wide variety of building and infrastructure projects.
- Assist in establishing client's requirements and undertake feasibility studies.
- Perform risk and value management and cost control.
- Prepare and analyze cost for tenders.
- Claim reporting and claim preparation.
- Prepare and assess variations/claims and provide advice on contractual claims.
- Analyze outcomes and writing detailed progress reports.
- Value completed work and preparation of payment certificates.
- Identify, analyze and develop responses to commercial risks.
- Provide advice on contractual claims and procurement strategy
- Understand the implications of health and safety regulations.

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.
- Good working knowledge of Microsoft Packages and the ability to learn how to use specialist software.
- 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:

Negotiable based on qualification and experience.

Application Process:

Send the 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.gv/kaganz>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 06th September 2021 (Monday)

Time: 14:00hrs