

Terms of Reference

Quantity Surveyor / Projects Executive

Invest Maldives established under the Ministry of Economic Development, is the lead Government agency for the management of strategic economic infrastructure projects, investment promotion and facilitation. Invest Maldives is seeking to hire a full time Quantity Surveyor (QS) / Projects Executive to work in its Projects Directorate.

Key Responsibilities

1. Produce cost estimates and BOQs for projects undertaken by Invest Maldives
2. Review, examine and ensure that the BOQ, scope of works, drawings, specifications and other technical supporting documents tally with cost estimates
3. Undertake thorough investigation of the BOQ submitted by bidders/investors to ensure that they fully adhere to the requirement provided, providing recommendations and QS report.
4. Ensure that cost estimates are in accordance with current market rates.
5. To assist, coordinate and monitor all evaluations and negotiations pertaining to procurement of goods, works and consultancies.
6. Review and examine variations prior to approval.
7. The selected Quantity Surveyor should work closely with internal and external stakeholders and shall coordinate and support the resolving of any quantity surveying related technical issues.
8. Provide feedbacks and assist in the formulation of project implementation based on budgeting, cost planning and cost forecasting.
9. Evaluate unit costs of projects including buildings and civil engineering works on ad-hoc basis.
10. Assist in the verification of proposals, quotations, invoices, receipts, change orders, variations, certificate of payments for contractors
11. Identify and communicate all quantitative discrepancies, problems or issues with the stakeholders/investors
12. Assist with all estimating, scope of work, planning and all activities needed for a timely and cost-efficient project completion
13. Review all contracts for implementation works, analyze them for relevant impact evaluation and to identify potential tailbacks and causes of variations in project implementation and make amicable resolutions.
14. Assist in the overall management and coordination of strategic infrastructure projects and PPP projects undertaken by Invest Maldives
15. Assist in coordinating with all the relevant project stakeholders effectively throughout the project life cycle.
16. Review project documentations submitted by consultants/contractors/investors.
17. Assist in preparing project concept papers, information memoranda, project proposals, implementation/work plans, progress reports, project reports, tender documents and other documentation related to projects.
18. Create and maintain comprehensive project documentation.
19. Perform duties as required from time to time that are assigned by the supervisor

Minimum Qualification and Experience

1. The applicant must hold a Bachelors' Degree in Quantity Surveying or a related field
2. Minimum 5 years of experience in Quantity Surveying

Skills and Other Requirements

- a) Must have a proven record of working on complex projects in occupied spaces in a quantitative capacity.
- b) Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders.
- c) Multi-tasking, self-motivated, energetic team player with flexible and adaptable approach to work.
- d) Capable of managing/coordinating multiple quick turnaround projects simultaneously.
- e) Demonstrate proficiency in reading and understanding commercial construction plans and specifications
- f) Willingness and ability to work effectively under pressure.
- g) Have excellent organization skills, data analytical skills and interpretation and experience in planning of resources and programme scheduling will be an asset.
- h) Must be familiar with Microsoft Office (Word, PowerPoint, Excel), Autodesk AutoCAD, Microsoft Project Estimating and quantity take-off
- i) Strong understanding and expression of written and verbal English with excellent interpersonal skills
- j) Knowledge in construction methods, practices, schedules, logistics and budgets
- k) Adept knowledge of civil, architectural, structural, mechanical and electrical works
- l) In-depth knowledge of the FIDIC contracts and tendering process will be an advantage
- m) Knowledge of Project Planning & Management
- n) Knowledge of Contract Administration process and the established form of contract.

Working hours

0800-1600hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally.

Gross Remuneration

MVR 33,000/- per month

Recruitment Process

Applicants interested in providing the services are required to submit their CV, certificates, and other relevant information demonstrating his/her qualification and experience in the area. The interview for the shortlisted candidates will be held during the first week of March 2022.

Duration of Employment

24 Calendar Months