



# Career Opportunity

The Ministry of Industry, Commerce, Agriculture and Fisheries invites suitably qualified applicants to fill the position of **Quantity Surveyor (SOG/ST 7)** in the Facilities & Property Management Branch.

## Quantity Surveyor (SOG/ST 7)

### JOB PURPOSE

Under the direct supervision of the Civil Works Engineer (SOG/ST 8), the Quantity Surveyor (SOG/ST 7) will provide expertise in the drafting of the Ministry's construction contracts.

The incumbent will also manage the administration of contracts and appraise/approve contract payments, ensuring compliance with established standards, Ministry guidelines and regulations.

### KEY OUTPUTS

- Bill of Quantities finalized and submitted
- Validation of external Bills conducted
- Engineering specifications for designs prepared
- Site investigations conducted
- Technical reports prepared
- Procurement of contractors in keeping with the GOJ procurement guidelines achieved
- Tender evaluation reports prepared and presented through the Ministry's Procurement Committee to the Sector Committee of the Nation Contracts Commission (NCC)

### MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc Degree in Quantity Surveying
- Five (5) years related working experience
- Experience in building, roads, bridges and any other civil works

### SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extensive travelling
- Required to work long hours, on weekends and public holidays when the need arises.
- Exposure to dust, excess water, chemicals and height

### AUTHORITY

- Validates bills of quantities prepared by external quantity surveyors
- Issue Practical Completion Certificates (PCC)
- Issue work changes on site within specific scope of contract
- Certifies bills and payment vouchers

**Salary: \$1,734,656 - 2,061,961pa**

Further details of the position can be obtained from the Ministry of Industry, Commerce, Agriculture and Fisheries website ([moa.gov.jm](http://moa.gov.jm)).

Applications accompanied by résumés should be submitted no later than **March 17, 2017** to:

**Senior Director**

**Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

*Please note that we thank all for responding, but only shortlisted applicants will be contacted*

**MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE AND  
FISHERIES**

**JOB DESCRIPTION AND SPECIFICATION**

<b>Job Title:</b>	<b>Quantity Surveyor</b>
<b>Job Grade:</b>	<b>SOG/ST 7</b>
<b>Post #</b>	<b>64291</b>
<b>Division/Section/Unit</b>	<b>Facilities &amp; Property Management</b>
<b>Reports To:</b>	<b>Civil Works Engineer</b>
<b>Manages:</b>	<b>Nil</b>

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB ASSIGNED  
BELOW.**

## **JOB PURPOSE**

Under the direct supervision of the Civil Works Engineer (SOG/ST 8) the Building Quantity Surveyor (SOG/ST 7) will provide expertise in the drafting of Ministry's construction contracts. The incumbent will also manage the administration of contracts and appraise/approve contract payments, ensuring compliance with established standard, Ministry guidelines and regulations.

## **KEY OUTPUTS**

- Payment to contractors executed
- Bill of Quantities finalized and submitted
- Costing provided
- Validation of external Bills conducted
- Assessment of cost/design element of project performed
- Site meetings and visits conducted
- Technical standards assessed
- Produce estimates for building and civil works for project proposed
- engineering specifications for designs prepared
- Objective assessment of cost component in project proposals to ensure they are in keeping with affordability level of target group
- Operational objectives established
- Site investigations conducted
- Appraisal of existing designs conducted
- Project appraisals conducted
- Review of contract payments conducted
- Technical reports prepared
- Favorable comments from the relevant approving agencies are obtained
- Building approvals obtained
- Environmental, health and safety standards are achieved
- Procurement of contractors in keeping with the GOJ procurement guidelines achieved
- Tender evaluation reports prepared and presented thru the Ministry's Procurement Committee to the Sector Committee of the National Contracts Commission (NCC).
- AutoCAD designs produced
- Blueprints, schematic drawings, payouts interpreted
- Buildings measured

## **KEY RESPONSIBILITY AREAS:**

### **Management/Administrative Responsibilities**

- Participates in meetings
- Delegates and oversees the functions of reports
- Participates in meetings amongst stakeholders to ensure project objectives are achieved
- Assist in the preparation of operational reports
- Give assistance in the preparation of Technical Reports for new and ongoing projects

## **PROFESSIONAL/TECHNICAL RESPONSIBILITIES**

- Prepares preliminary estimates for all building and civil engineering works
- Reviews the preliminary development budget to ascertain costing of proposed development
- Develops, monitors and maintains cost records for labour and materials, and for overall contract cost of Ministry's completed designs
- Assists in the coordination of designs for building and subdivision plans to ensure cost efficiency in standards and specifications
- Produces all estimating data for the preparation of programmes and annual budgets
- Validates external bills
- Assists the Civil Engineer in conducting appraisal designs
- Produces designs using AutoCAD and other similar applications
- Interprets blueprints, schematic drawings, payouts and other visual aids
- Participates in evaluations
- Assists with contracts

## **PERFORMANCE STANDARDS:**

- General services and activities are executed in accordance with established quantity surveying procedures, technical standards and Ministry guidelines
- Bills of Quantities are informed and prepared in accordance with standard procedures
- Externally prepared Bills of Quantities are assessed to ensure conformity with established procedures and Ministry guidelines
- Implemented projects are assessed to ensure consistency with design specification and cost estimates
- A team approach is adopted in the planning and administration of Ministry construction contracts
- All quantity survey activities are executed within the allotted timeframes

## **REQUIRED COMPETENCES**

### **Core Competences**

- Possesses strong organizational skills
- Excellent communication skills
- Strong deductive reasoning, inter-personal and organizational skills
- Highly developed team skills
- Possess initiative

### **Technical Competences**

- Working knowledge of the Master Builders JIIC agreement & labour rates,
- Working knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors.
- Highly developed project planning and management skills
- Knowledge of the contract administration process and the established forms of contracts
- Project/Construction management experience
- Working knowledge of standard and specialized computer applications
- Sound knowledge of Auto CAD and Microsoft applications

## **INTERNAL and EXTERNAL CONTACTS**

- Project consultants and contractors
- Incorporated Masterbuilders Association of Jamaica
- Jamaica Institute of Quantity Surveyors (JIQS)
- Hardware Suppliers

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

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