



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES
DEPARTMENT OF BUILDINGS AND GOVERNMENT ARCHITECT

JOB DESCRIPTION: Quantity Surveyor (Estimating)

CORPORATE INFORMATION

1. **Position Level:** Salary Band G
2. **Salary Range:** \$28,605.45 - \$38,140.60
3. **Duty Station:** Samabula, Suva.
4. **Reporting Responsibilities:**
 - a) **Reports To:** Principal Quantity Surveyor and Director Building and Government Architect
 - b) **Liaises with:** **INTERNAL:** Chief Engineer, Principal Engineer, Senior Engineer, Principal Architect, Senior Architect
EXTERNAL: Client ministries, contractors, consultants
 - c) **Subordinates:** Nil

POSITION PURPOSE

The primary purpose of the position is to administer all construction contract works and oversee tender requirements from engine's cost to documentation, implementation, monitoring, verification, valuation, variations and progress payments; responsible to contractors and advice on contract/legal issues on contract works; research and cost studies of rates & practice, and undertake Hotel Inspections with minimum supervision.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA's)

The position will achieve its purpose through the following key responsibilities:

1. Effectively prepare, negotiate and analyze cost for tenders and contracts on all building and civil works;
2. Preparation of Tender and Contract Documents for all government projects with contribution to TEC Evaluation;
3. Effectively and efficiently value all variations for contracted Government Projects;
4. Cost Studies and actively updating of material and plant rates on all areas of construction works;
5. Accurately assess and verify works through site visits for the purpose of payments valuation on Government Projects;
6. Attend assigned Hotel Inspection with submission of report.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following key responsibilities;

1. Realistic and timely delivery of costing inclusive of valuation of cost within the timeframe;
2. Complete costing, documentation and compiling of contract and tender projects;
3. Reliable constructive report of the progress of work on site for the purpose of progressive payments and effective and timely reporting on Hotel Inspections;
4. Accurate and reliable data for the purpose of costing on contemporary construction practices.

PERSON SPECIFICATION

In addition to a Bachelors in Quantity Surveying/Construction Economics/Construction Management from a reputable university from Australia/New Zealand and Professional Membership from a recognized Quantity Surveying Institute; the following experience, knowledge, skills and ability are required to successfully undertake this role:

Knowledge and Experience

At least (3) years' experience carrying out estimating works;

1. At least 2 years' experience in the Field of Quantity Surveyor and Estimating;
2. Strength in analyzing, researching, organizing and problem solving of Contract Law and Management of Contractual projects;
3. Proven knowledge of the government tendering process and its requirements;
4. Proven knowledge of necessary Acts and Legislations governing procurement, payments and finance;
5. Familiarity of current principles, methods and practices relating to Quantity Surveying and its Standards.

Skills and Abilities

1. Ability to read, interpret, extract quantities and detect any discrepancies from construction drawings;
2. High attention to detail and a methodical approach to work;
3. Ability to interpret regulations and standards;
4. Good command of written and oral communication skills;
5. Demonstrated interpersonal skills;
6. Demonstrated analytical and problem solving skills.

Personal Character and Eligibility

Applicants for employment with the Ministry of Infrastructure and Meteorological Services must be Fijian Citizen, under the age of 55, in sound health, with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities for the job, as these criteria will be considered in the relative suitability of applicants.