

TERMS OF REFERENCE

Post: Quantity Surveyor

Reporting relationship: Head of Department

Gross Salary: MVR 24,518.48

RESPONSIBILITIES AND DELIVERABLES:

- Preparing tender and contract documents, including bills of quantities with the architect and/or the client.
- Undertaking cost analysis for repair and maintenance project work.
- Assisting in establishing a client's requirements and undertaking feasibility studies.
- Performing risk, value management and cost control.
- Advising on procurement strategy.
- Identifying, analyzing and developing responses to commercial, technical or other risks.
- Preparing and analyzing costing for tenders.
- Allocating work to subcontractors.
- Providing advice on contractual claims.
- Analyzing outcomes and writing detailed progress reports.
- Valuing completed work and arranging payments.
- Maintaining awareness of the different building contracts in current use.
- Understanding the implications of health and safety regulations.
- Compare the drawings and the Bill of Quantities submitted to ensure that the values coincide.
- Check and prepare Bill of Quantities of buildings as well as other infrastructure assigned.
- Prepare Bills of Quantities required in the construction building and infrastructure works required for the project at the current market price.
- Prepare Bills of Materials and Cost Estimates that reflect probable construction costs.
- Ensure that the construction activities are carried out according to the plans, designs and drawings and ascertain accuracy of the qualities, quantities and proportions of the construction materials are precisely maintained.
- Review and agree on the quantity, quality and cost of the materials used for construction of the building by the Contractor.
- Advice in the tendering process including procurement and contract negotiations stage.
- Assist and advice Project Implementation Unit in preparing and revising project activities and financial plans and when required by the Government and the relevant funding agency.
- Assist in the review/evaluation of project reports and documents.

- Assist and advice FDC in developing and reviewing proposals, concept and designs pertaining to construction projects and provide necessary comments and suggestions.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

1. Completion of MQA Level 7 Qualification in Quantity Surveying or related field.with minimum 3 years of experience in the field; or
2. Completion of MQA Level 5 Qualification in Quantity Surveying or related field.with minimum 8 years of experience in the field.

SKILLS AND COMPETENCIES

- A proven track record of managing projects at various levels with accountability.
- Able to confidently manage subcontractor accounts.
- Understanding and knowledge of similar projects.
- Highly organized and should be able to multitask.
- Excellent research skills and presentation skills.
- Strong analytical, problem-solving and conceptual skills.
- Computer literate with excellent Microsoft software skills.