

JOB DESCRIPTION

Job Title: Quantity Surveyor	Grade: C1	Section: Project Controls
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Purpose: To administrate and coordinate all Quantity Surveying tasks during the project life cycle.

FUNCTIONAL RESPONSIBILITIES

- Interact with the project team daily,
- Compiling Bills of Quantities (measurements etc.),
- Adjudicating tenders including recommendations (if applicable),
- Attending site progress and commercial meetings,
- Assisting Lead quantity surveyor with daily/monthly tasks,
- Measuring of the issue for construction drawings and recording site information including site quantification,
- Monthly progress payment certificates (including interaction with the main contractor),
- Assisting in the preparation and issuing of a monthly cost report which will illustrate the approved budget, certified value to date, latest cost forecast (taking into account possible variations, scope changes etc.), the variance between the approved budget and latest cost forecast, planned versus actual cash-flow,
- Assessment of Compensation Events as submitted by the Contractor/s,
- Updating and maintaining project risk registers (if applicable),

RESPONSIBILITIES AND OUTPUTS

- Adjudicating and resolving financial claims by the contractor(s), including the analysis, measurement and agreement of all site instructions and or variation orders,
- Assisting in the resolution of contractual claims by the contractor(s),
- Contractual correspondence (if applicable),
- Registers (Notifications, Claims, etc.) (if applicable),
- Preparing final account(s) including re-measurement(s) as required for the works on a progressive basis, concluding final account(s).

COMPETENCIES
FUNCTIONAL

- Computer literacy - MS Office Professional with strong Excel skills.

GENERIC

- Integrity and ethical conduct
- Teamwork
- Accepting accountability
- Concern for impact on safety
- Quality focus
- Able to work in a fast-paced and deadline-driven environment

LEADERSHIP

- Driving accountability
- Drive and energy
- Initiating action
- Building and maintaining stakeholder relationships
- Cross-cultural awareness
- Impact and influence
- Organizational understanding
- Business understanding

QUALIFICATION AND EXPERIENCE INDICATORS
QUALIFICATIONS

- Diploma or Degree in Quantity Surveying (NDip, BTech or BSc) or relevant NQF level Qualification essential/minimum.
- Honors Degree in Quantity Surveying (BSc Hons) advantageous
- Computer literate in the MS Office suite.
- Knowledge of excel spreadsheets will be advantageous
- Computer literate in MS Project or Primavera P6 advantageous
- Knowledge in WinQS will be advantageous
- Registered at SACQSP as a candidate Quantity Surveyor (Can QS) essential/minimum
- Registered at SACQSP as a professional Quantity Surveyor (Pr QS) advantageous

EXPERIENCE

- Relevant job-specific experience of 3-5 years.

ADDITIONAL COMMENTS

Willing and able to travel nationally and internationally.