



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE

Job Title	Quantity Surveyor
Job Grade	SOG/ST 5
Post Number	68709
Branch/Unit	Property Management and Special Projects
Division	Corporate Services
Reports To:	Director Projects & Property Management
Direct Reports	
Indirect Reports	

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

A. STRATEGIC OBJECTIVES of the Unit

To facilitate, through partnership between GOJ/Private Sector and Non-governmental Organizations, the implementation of Justice Sector built environment projects.

B. JOB PURPOSE

- The incumbent will provide quantity surveying support in the preparation of Ministry's construction contracts; participate in the administration of contracts and appraise contract payments, ensuring compliance with established standards; Carry out pre-contract and post-contract financial services for all building and civil works being undertaken by the Unit and perform functions in relation to planning and implementing the projects that fall under the unit's portfolio in accordance with established procedures and the necessary guidelines.

C. KEY OUTPUTS

- Reports prepared
- Costing provided
- Assisting with validation of external bills conducted
- Assessment of cost/design element of projects
- Produce estimates for building and civil works for projects
- Obtain & compile cost data for engineering specifications for designs
- Operational objectives adhered to
- Site investigations conducted, site meetings attended
- Appraisal for existing designs conducted
- Project appraisals conducted
- Contract documents prepared
- Price listings updated

D. KEY RESPONSIBILITY AREAS

- Prepares Technical Reports for existing, new and ongoing projects
- Assist with undertaking cost analysis for repair and maintenance of projects
- Reviews the preliminary development budget to ascertain costing of proposed development and submit project proposals
- Prepare cost records for labour and materials and for overall contract cost of the units activities
- Participates in the monitoring and maintenance of project activities.
- Assists the Project Officer/Planner/Designer using AUTO CAD to produce designs and other schematic drawings
- Prepare estimating data for the preparation of programmes and annual budgets
- Assisting with cost estimate preparation for buildings, works and other activities
- Conducts site visits; monitors and assesses implemented projects to ensure conformance with design and cost estimates

- Ensures approved cost planning techniques are understood and implemented
- Reviews and assesses all submissions such as Technical Reports, Project Control Sheets
- Prepares Practical Completion Certificates for all projects within the designated region
- Conduct measurements, evaluate and prepare interim certificates for projects
- Assist in preparation of payments and minute sheets
- Interprets blueprints, schematic drawings, payout and other visual aids
- Performs other related duties and responsibilities as may be determined from time to time.

E. 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
- Implemented projects are assessed to ensure consistency with design specifications and cost estimates
- Payment requests are assessed to ensure consistency with design specifications and cost estimates
- Payment requests are appraised and approvals provided in accordance with contractual arrangements and Ministry guidelines
- A team approach is adopted in the planning and administration of the unit's construction contracts
- All quantity surveying activities are executed within the allotted time frame
- Technical reports prepared according to established format

F. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Methodical and thorough in work approach	
Integrity		Strong organizational skills.	
Team Work & Cooperation		Good analytical skills	
Initiative		Good judgement skills	
Compliance		Strong deductive reasoning skills	
Time Management			
Interpersonal			
Adaptability			
Customer and Quality Focus			

I. Other Competencies	level
Knowledge of project planning and management techniques	
Knowledge of the contract administration process and the established forms of contracts	

G. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- (a) Specific knowledge (however acquired) required to start:**
- Knowledge of the Master Builders JIIC Agreement and labour rates
 - Working knowledge of standard and specialized computer applications including AUTO CAD, Microsoft Excel
- (b) Qualifications and Experience**
- Bachelors’ Degree in Quantity Surveying
 - One (1) year job experience as a Quantity Surveyor or construction related engagement on new and refurbished buildings
- (c) Continuous Professional Development**
- Attend relevant training on emerging trends and practices within the IS field

H. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Willingness to travel locally and internationally
- Normal Office environment
- Long work hours and working on public holidays when necessary
- Drivers Licence
- Motor Vehicle

I. AUTHORITY

-

