

Title:	QUANTITY SURVEYOR
Unit:	Project Scheduling
Office:	Office of Project Management
Responsible to:	Head, Project Scheduling

Overall Purpose of Position

The Quantity Surveyor is responsible for establishing and managing all costs relating to building projects undertaken by Malta Enterprise, from the initial calculations to the final figures. He or she will seek to minimise the costs of a project and enhance value for money for both Malta Enterprise and the main contractors, whilst still achieving the required standards and quality set out by both internal processes and external bodies e.g. statutory building regulations. When projects are completed, the quantity surveyor is responsible for the processing claim payments from the relevant parties.

Overview of Main Responsibilities

- Successfully sets out the project's Bill of Quantity in a timely manner, with minimal cost and high level of quality.
- Provides guidance, advice and direction to the Works Management Officers as appropriate.
- Contributes to the preparation of feasibility studies and proposals, consistent with the Unit's guidelines, to cost accurately and present material to senior personnel for review and approval.
- Contributes to the investigation and conduct of tender reviews to assess the soundness of submitted tenders from a cost and technical perspective.
- Liaises with potential contractors to understand as appropriate technical costing rationale, submitting needs and tailor solutions to meet budgets and provide value for money in project delivery.
- Identifies and analyses risks related to costing estimates at an early stage and recommends contingency considerations.
- Maintains accurate technical records and data associated with specific projects including cost plans, cost studies, analysis, spreadsheets, drawings and specifications.
- Maintains an in-depth knowledge of the designated Project which includes, but is not limited, to the contract and the scope of works.
- Maintains a current understanding of technical and building industry trends and practices to utilise as required on specific projects.
- Participates in and contributes to project team meetings to raise issues and concerns, highlighting priorities and process against set targets.
- Provides regular project reports to management as appropriate.
- Values and assesses completed work and organise progress payments.

Closing date for submission of application: 1600 hrs of Wednesday 30th December 2009

- Identifies contract variances and submits recommendations to management as appropriate.
- Applies standards and systems to projects undertaken, including Unit's and professional quality standards, systems and project management guidelines.
- Continuously seeks ways to improve, refine and modify procedures outlined by Malta Enterprise.

Skills

Computer literacy.	High
Numeracy.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Networking abilities.	High
Negotiation skills.	High
Leadership.	High
Organisation and planning skills.	High
Set and manage priorities judiciously.	High
Analytical, evaluative and problem-solving abilities.	High
Able to multi-tasks under tight deadlines.	High
Self-motivated and shows initiative.	High
Ability to probe and challenge.	High

Knowledge

Tertiary qualification in Engineering, Architecture, Quantity Surveying or related disciplines.	Mandatory
Accreditation / qualification from a recognised knowledge institution.	Mandatory
Sound knowledge of Quantity Surveying techniques and methodology.	Mandatory
Knowledge of applicable laws and regulations as they relate to quantity surveying.	Mandatory

Experience

Minimum of 5 years experience in a Quantity Surveying position preferably in Construction or related industry.	Mandatory
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