



MINISTRY OF ECONOMY

JOB DESCRIPTION: SENIOR TECHNICAL OFFICER - QUANTITY SURVEYOR

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$ 34,760.31 - \$44,564.50
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Head of CIU via Manager Projects.
 - b) **Liaises with:** Ministries/ Departments staff, Contractors/Suppliers, Landlords, tenants, donors and other stakeholders
 - c) **Subordinates:** Technical Officers

POSITION PURPOSE

Manage all aspects of contractual and cost relating to projects undertaken by the Ministry and relevant stakeholders. Ensure projects to be safely delivered on time, to budget and to achieve highest level of relevant stakeholder satisfaction.

KEY RESPONSIBILITIES

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

1. Verifying of scope of works prepared by sub-ordinates before tender & quotations are advertised.
2. Preparation of scope of work for projects more than \$500,000.
3. Preparation of estimates for projects on tender and forecasted project financial reports, and highlight financial risks to relevant stakeholders.
4. Evaluation of tender and prepare technical reports to Management and Government Tender Board for endorsement.
5. Preparation of progress payment certificates and completion certificate for projects.
6. Attend audit to Government office space, quarters and new capital projects submit reports.
7. Preparation of Quality Assurance assessment for contract documentation.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Project assessments are in line with relevant professional guiding bodies, set legislation, appropriate policies and procedures;
2. All finance, administration and corporate responsibilities are carried out in support of Ministry core activities;
3. Project implementation through rigorous contract administration and enforcement; and
4. Timely and effective implementation of projects to enable achievable work plan outcome

PERSONAL SPECIFICATION

In addition to Diploma in Quantity Surveying or related fields [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 6 years of experience in managing a team and resources;
2. Experience in providing Quantity Surveyor services for projects;

3. Experience in liaising with staff from different backgrounds in order to meet varying priorities and needs;
4. Sound knowledge (or prior experience which demonstrates the ability to rapidly acquire; and knowledge of) public administration, policies and procedures and their application to project management in medium to large complex organisations.

SKILLS AND ABILITIES

1. Sound communication skills and the ability to identify issues and negotiate successful outcomes;
2. Demonstrated capacity to identify and collect data to plan, monitor and report on project progress;
3. Demonstrated capacity to independently carry out tasks in order to meet set deadlines;
4. Demonstrated capacity to think creatively, identify problems and solutions in order to meet priorities and deadlines;
5. Demonstrated capacity to work within a team from different levels, backgrounds and experience;
6. Demonstrated sound knowledge to use MS Project, Primavera or similar computer programs in order to provide plans and reports to senior management.

PERSONAL CHARACTER AND ELIGIBILITY

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

The Ministry of Economy is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.