



LAND SETTLEMENT AGENCY

Unit : Infrastructure Development Unit

Position : Assistant Quantity Surveyor

Job Summary

To perform quantity surveying functions including valuation, variations, claim preparation and drafting of contractual letters.

Organizational Relationships

- Reports directly to the Manager of the Infrastructure Development Unit
- Required to interface with other LSA professional and non-professional staff involved in the Land for the Landless Programme.

Duties and Responsibilities

- Competitive cost estimates prepared as required
- Efficient evaluation and measurement of completed works as required
- Cost reports on all ongoing projects completed as required
- Completion of construction budgets
- All necessary documents accurately prepared prior to commencement of work on project
- Scope of works specified for all contractors and tenders received evaluated for projects
- Completion of Sub-contractors valuations and payment certificates
- Prepare material and Subcontract Flow Control for Projects
- Procure materials and sub-contract services for projects
- Keep and log copies of all site records
- Apply cost codes for all plant, materials, equipment and items of works specified
- Vet all requisitions and petty cash vouchers
- Prepare minutes of meetings when required
- Assist all project managers in preparation of correspondence to all companies and personnel involved in designated projects
- Assist in managing subcontracts work on site
- Assist Senior QS in preparation of Scope of Works / Bills of Quantities and Specifications.

Key skills for Assistant Quantity Surveyor

- Construction budgets completed and within the agreed time frames
- Accurate basic materials / schedules
- Scope of works / bills of quantities accurately described and specified
- Accurately evaluate sub-contractor for pre-qualification
- All sub-contractors work orders / agreements are accurately prepared prior to commencement
- Efficient evaluation and measurement of completed works for both sub-contractors and clients
- Competitive pricing of variation works for both sub-contractors and client
- Monthly cash value reports
- Rate variance to estimates department

Qualifications, Training and Experience

- Diploma in Quantity Surveying or Construction technology from a recognized institution
- Ability to prepare Bills of Quantities
- Knowledge of the Management of Contracts
- Minimum two (2) years' experience in a similar or related position in the Construction Industry