
Quantity Surveyor

Fiji lies in the heart of the Pacific Ocean 18 degrees south of the Equator. Fiji's exclusive economic zone covers about 1.4 million square kilometres, consisting of 330 islands with a land area of 18,333 square kilometres. The two (2) major islands are Viti Levu (where the majority of the projects are) and Vanua Levu. Fiji enjoys a tropical south sea maritime climate without the extremes of heat and cold

Primary Objective of Position

The Quantity Surveyor provides quantity schedules and costing for design of buildings and structures for the department.

Key Outcomes

The Quantity Surveyor will be accountable to Senior Architect/Principal Architect for the following outcomes:

- 1) Quantity and costing services provided:
 - # Technical and professional services
 - # Structural Engineers
 - # Architects
 - # Support for construction and maintenance
 - # Maintenance of records
- 2) Operational delivery
 - # Monitor day to day activities
 - # Quantity control – material, equipment etc
 - # Recording of variation
 - # Preparation of progress reports
 - # Draft Work as Executed plans
- 3) Operational compliance
 - # Statutory compliant - laws and regulations
 - # HS&E
 - # Operational compliance
- 4) Stakeholder interactions
 - # Respond to stakeholders
 - # Participate in site meetings and negotiations
- 5) Team working
 - # Cooperative
 - # Efficient and effective
 - # OH&S and environmentally aware
- 6) Demonstration of the PWD image and value standards

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

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| Risk Management | Implement and manage a risk assessment program. |
| Planning | Develop a detailed work plan to achieve specified objectives. |
| Information Analysis | Investigate topic by sourcing, analysing, investigating and interpreting data. |
| Documentation | Present information in a report that explores the links between the issues and draws conclusions. |

Customer

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| Quality Focus | Monitor/audit quality standards: provide guidance and direction to staff on quality standards. |
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People

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| Team Orientation | Assemble teams with different talents, interests and background to create synergy. |
| Facilitation | Ensure work delegated is completed in an effective and timely manner, accepts accountability. |

Professional

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| Technical Strength | Analyse a problem and develop the solution using standard procedures and methods – technical specialist. |
| Research | Review results from research, reporting and drawing conclusions. |

Interactions

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| External | Government Officials General Public Suppliers Landowners Tenants Contractors |
| Internal | Regional and Headquarters Management team All staff |

Person Specifications:

Qualifications

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| Preferred Degree | Quantity Surveying (or Diploma with experience) |
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Requirements

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| Language Proficiency | Excellent command of English |
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Professional Associations

Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

Drivers Licence

Work Knowledge and Experience

Building design, construction and maintenance is essential
A competent Quantity Surveyor in this role is likely to have had up to 3 years experience since graduation

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Detail Oriented
Enthusiastic

Interpersonal

Perceptive
Self Sufficient and Assured
Team Oriented

Thinking

Challenger
Disciplined / Systematic
Initiative

How to apply:

Online applications preferred but if necessary email your application to pwdjobs@pacificrecruit.com

Closing Date: Friday, 6 November, 2009