

Job Title	Quantity Surveyor
Grade	3C
Business Unit	Projects
Reports to	Manager Projects
Location	Suva/Nadi

Job purpose

The Quantity Surveyor is required to undertake Quantity Surveying tasks on Civil and Building works and to ensure technical input for all Capital Projects, Major/Minor renovations and/or equipment upgrade in accordance to all relevant codes, standard industry best practice, and/or delivered successfully within timelines with best value for money, growing the Portfolio and in the best interest of the Fund.

Duties and responsibilities

1. *Technical – Core Role (Quantity Surveyor)*

- (i) The Quantity Surveyor will be responsible for familiarising themselves with the local Fiji construction industry, costs of preliminaries, materials, labour, including the costs of imported products versus those that can be locally sourced in order to best deliver best value for projects.
- (ii) Prepare initial budget estimates.
- (iii) Prepare, maintain and develop cost plans, and prepare periodic reports and updated cash flow forecasts.
- (iv) Provide all necessary services within the timelines set by the Project Manager.
- (v) Maintain a watching brief over design development, attend all meetings and presentations as necessary, including ongoing buildability reviews of design as well as value management/engineering and risk management studies and provide cost advice and suggest alternative solutions that may offer greater economy and value.
- (vi) Advise on the evaluation of consultant appointments, including fee levels.
- (vii) Advise on use and/or amendment of standard forms of contract and assist in drafting of particular requirements in association with FNPF's in-house legal advisors.
- (viii) Prepare tender and contract documentation in conjunction with members of the various project teams including the preparation of bills of quantities for projects that are to be scheduled.
- (ix) Prepare pre-tender estimates based on the tender and contract documents that have been prepared.
- (x) Review budgets in view of tenders received and prepare revised cash flows.
- (xi) Assist in the preparation of tender assessments and recommendations.
- (xii) Prepare recommendations for interim payments to consultants and contractors and settling final accounts in accordance with contract requirements.

- (xiii) Participate in periodic site inspections to verify progress claims scope of works undertaken by Contractor & consultants.
- (xiv) Prepare written cost control contributions for inclusion in monthly projects reports and attend monthly project meetings as directed by the Project Manager.
- (xv) Provide input to change control processes with respect to project cost variations.
- (xvi) Assist in settling any contractual disputes

2. Technical – Supportive

- (i) To assist the team with other technical works, verification of works and payments as the client’s representative and construction monitoring when required
- (ii) To provide value engineering input during team review of Capital works
- (iii) To provide technical support and documentation for tender evaluation
- (iv) To provide technical support and assistance to Properties and Maintenance officers on Budget allocations or budget proposals

3. Administrative & General

- (i) To respond and draft all types of technical and contract correspondence
- (ii) To prepare internal memo and correspondence
- (iii) To liaise and manage relationship with government, authorities, services providers, consultants and contractors
- (iv) To liaise directly with FNPF Security Team, Property Officers, Maintenance Team, Contractors and the like for control and access to works area.
- (v) To ensure works carried out professionally ensuring no deliberate or addition accidental damages caused.
- (vi) To assist in the day-to-day running of the projects office.
- (vii) To perform any other additional duties as assigned by the Projects Manager

Education & Experience

- Bachelor’s Degree in Construction Management or Quantity Survey
- Minimum of five (5) years’ work experience in design and project management

Key Competencies

- Commercial acumen and attention to detail
- Strong work ethic
- Strong estimating and financial analysis skills
- Timely and accurate measurements
- Good understanding of construction industry best practice and construction methodology
- Problem solving Ability-Developing creative, innovative and practical technical solutions.
- Knowledge of Building Codes and AS/NZS standards for building and electrical and services design
- Excellent written, verbal communication and organizational skills.
- Multi-tasking and effective time management skills, with the ability to prioritize tasks.
- Must demonstrate and uphold the Funds Core Values and Vision
- Must have a valid group 2 driver’s license.

Reporting Structure

Direct Reports: Senior Investment Officer – Contract Administration

Indirect Reports: 6 x Technical Officers (Electrical, Mechanical, Architectural, Structural, Hydraulic)

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- Projects Team
- Manager Projects
- CIO & other Investment Managers as required
- Other Department Managers & Staff as required

External Contacts

- Project Manager, Contractors and Suppliers
- Other Consultants, Contractors and Suppliers as required
- Local Authorities and Utilities for permits and approvals
- Subsidiaries and stake holders

Working conditions

The incumbent may be required, to from time to time, to work late hours and/or during weekends, including travelling to other FNPF Branches, Agencies, Properties and/or Project Sites for inspections, monitoring and/or developmental purposes subject to approvals with allowances entitlement under the funds policy.