



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Quantity Surveyor (New)
<b>JOB GRADE:</b>	SOG/ST
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Project Planning and Maintenance Division
<b>SECTION/UNIT:</b>	Project Planning Section
<b>REPORTS TO:</b>	Director, Project, Planning and Maintenance
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

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**1. JOB PURPOSE (Reason for Existence)**

Under the direction of the Project Development Planner, the Quantity Surveyor is responsible to manage all costs relating to buildings and civil engineering projects in the Ministry of Health from the initial calculations to the final figures.

Further, to carry out monthly financial reviews on projects and forecast final outturn value.

**2. KEY OUTPUTS (Results, Deliverables)**

- Cash flow forecast prepared and monitored;
- Project final accounts prepared and submitted;
- Advice provided;
- Reports prepared and submitted on activities undertaken.

**3. KEY RESPONSIBILITIES (Activities, Tasks)****A.) Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Division;
- Prepares individual work plan;
- Provides advice to project staff on contractual matters including reviewing and drafting of correspondence;
- Prepares monthly management report on activities undertaken.

**B.) Technical/Professional Responsibilities;**

Participates as a member of the Team negotiating with the Ministry of Finance and the Public Service and international funding agencies for financing of projects and feasibility studies;

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Quantity Surveyor,  
Ministry of Health.

Project Planning and Maintenance Division,

- Carries out monthly valuation of work in progress;
- Prepares and monitors cash flow forecasts;
- Measures, values, submits and negotiate contract variations;
- Monitors all information in relation to project including labour, material, contractor cost, thus ensuring adherence to budget;
- Submits all relevant information to the Director, Project Planning and Maintenance for review;
- Prepares and submits project final accounts;
- Maximises project margins and add value to the construction process by proactive involvement in cost management and reporting;
- Ensures that processes are adhered to at project levels
- Produces and manages accurate reports;
- Participates on committees, attends meetings relating to the cost and maintenance of buildings and facilities.

**C.) Other Responsibilities:**

- Performs any other related duties, as assigned by the Director, Project, Planning and Maintenance.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Cash flow forecast prepared and monitored in a timely manner;
- Project final accounts prepared and submitted in keeping with agreed timeframe;
- Advice provided are technically sound and timely;

- Reports on activities prepared and submitted are accurate, comprehensive and prepared in a timely manner.

## 5.) INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
Director, Project, Planning and Maintenance	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Project Development Planner	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Senior Engineers in the Division	Collaborate on the progress of project
Regional Health Authorities	Matters relating to civil engineering project

### ii) External Contact

Contact	Purpose of Communication
Contractors	Matters relating to variation to contract
Professional Association	Keep abreast of current standards in the field

## 6. REQUIRED COMPETENCIES

### Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Good decision-making and critical thinking skills;
- Good leadership skills;
- Strong analytical and problem solving skills;
- Good planning, organizing and time management skills;

- Ability to accurately forecast costs;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to produce both summarized and detailed reports on current activities;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations; Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

### **Technical**

- Knowledge of Jamaican Buildings Codes;
- Knowledge of cost/ benefit analysis;
- Knowledge and understanding of mechanical, structural and civil engineering design principles as applicable to construction projects;
- Working knowledge of quantitative analysis and statistical techniques;
- IT literate be able to use Microsoft Office and Microsoft Projects.

**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Quantity Surveying or cost management;
- A minimum of five (5) years quantity surveying experience;
- Any equivalent combination of qualification and experience.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

**9. AUTHORITY TO:**

- Monitor all information in relation to project

**10. WORKING CONDITIONS**

- Normal office conditions;