Fiji Roads Authority

JOB DESCRIPTION

Position:	Assistant Quantity Surveyor
Location of position:	Suva
Reporting to:	Tender Secretary
Specific accountabilities:	As follows

Objectives

To optimise project expenditure by adding value to the construction process by proactive involvement in procurement, cost management and reporting.

Key Duties and Responsibilities

- Carry out take offs for material procurement
- Prepare BOQ and Engineer Estimate
- Contract negotiation and letting in conjunction with Tender Secretary
- Undertake financial checks on contractors
- Compile all commercial information in relation to RTF's including labour, material and subcontractor cost for tender evaluators
- Prepare project cash flow forecasts
- Ensure that Procurement processes are adhered to
- Assist in preparation of budget comparisons
- Drive best value from suppliers
- Assist the Procurement team in monitoring the performance of projects as and when required
- Perform other duties as required by the Supervisor, HOD and CEO

Common Accountabilities

Compliance

Ensure that all actions of the FRA and its contractors and other agents are at all times within the law.

Ensure that all actions are within such powers as may have been delegated by the FRA.

Compliance at all times with the FRA's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make.

Full compliance with the adopted risk management framework within the area of responsibilities.

Organisational Performance

Promptly provide complete and accurate financial and non-performance results (against any performance targets listed in the FRA's Asset Management Plan, Corporate Plan and any other performance criteria within the assigned area of responsibility), throughout the year and for the Half Yearly Report and the Annual Report.

General Management

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.

In all work relating to the particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.

Protection of the Authority's intellectual property rights.

Protection of the Authority's reputation.

Good public relations.

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.

Mandatory Requirements

- A Diploma qualification
- Minimum of 1 years' experience
- Graduate Member of a professional Institute (recognised)
- Competent user of Excel/ MS Project
- Demonstrate a high level of initiative on the job
- Sound analytical and problem solving ability
- Ability to be highly organised
- Well-developed written and verbal communication skills in English
- Ability to work cooperatively in a team
- A well-developed sense of personal accountability
- Reliability, honesty and personal integrity

Desirable

- Valid driver's license
- Experience in contract management
- Experience in road/ bridge and jetty coast
- Degree qualification

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually – following submission of FRAs Annual Report to the Minister.

The Tender Secretary will appraise the Graduate Quantity Surveyor and will be reviewed by the Manager Procurement.