



## **JOB DESCRIPTION**

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|---------------------------------|-----------------------------------|---|
| <b>Job Title</b>                | Quantity Surveyor                 |   |
| <b>Department</b>               | Finance (Commercial Team)         |   |
| <b>Location of Position</b>     | Suva                              |   |
| <b>Reporting to</b>             | Senior Quantity Surveyor          |   |
| <b>Direct Reports</b>           | Nil                               |   |
| <b>Delegated Authority</b>      | Nil                               |   |
| <b>Functional Relationships</b> | <u>Internal</u><br>Internal Staff | <u>External</u><br>Contractors<br>Stakeholders<br>Government Ministries |

## **OBJECTIVES**

The Quantity Surveyor (QS) is involved in all stages of project development and delivery to ensure that the commercial policies of the Government of Fiji, the FRA and its funding partners are fully complied with. The QS will optimise project expenditure by adding value to the construction process by proactive involvement in procurement, cost management and reporting with the highest ethical standards. The QS shall have responsibility to produce cost estimating, budgeting, and supporting the Engineer to Contract (ETC) in preparing and reviewing advice concerning all cost related issues for assigned projects.

## **Key Duties and Responsibilities**

- 1) Cost Management and Estimating
  - i. Assist in the preparation of Bills of Quantities (BOQs) and Engineer's Estimates for road and civil infrastructure projects under the guidance of the Senior QS.
  - ii. Perform re-measurements under measurement contracts and assist in ensuring pricing accuracy for materials, labour, and works.
  - iii. Assist with the preparation of cost forecasts and budget updates, focusing on the cost elements assigned to the QS.
  
- 2) Contract Administration Support
  - i. Assist the Senior QS in reviewing contractor Interim Payment Certificates (IPCs) and provide preliminary data for assessment.
  - ii. Support the Senior QS with variation claims, including gathering supporting documentation and assisting in the evaluation process.



- iii. Review and maintain records of performance bonds, advance payment bonds, and other contractual securities in accordance with the contract.
- 3) Procurement and Commercial Assistance
- i. Help the Senior QS in gathering procurement data for subcontractors, materials, and labor.
  - ii. Assist with the preparation and review of cost-related reports for project financials, tracking any discrepancies or variations from expected costs.
  - iii. Review contractor claims in RAMM, assist in identifying discrepancies, and escalate issues to the Senior QS.
- 4) Risk Management and Compliance
- i. Support the Senior QS in ensuring compliance with FRA's commercial policies and auditing standards.
  - ii. Track project milestones and report any significant cost deviations or potential risks to the Senior QS.
  - iii. Assist the Senior QS with drafting commercial correspondence for low-level issues and claims.
- 5) Documentation and Reporting
- i. Maintain accurate documentation and filing of project records, including contractor claims, IPCs, site measurements, and project expenditure.
  - ii. Provide support in preparing cost performance reports and cash flow forecasts, compiling data for Senior QS review.
  - iii. Assist in filing and scanning commercial documents for archiving and internal audits.
- 6) General Support
- i. Assist in the coordination of project meetings and provide support in reviewing commercial documentation.
  - ii. Perform routine administrative tasks, including document control and assistance in the preparation of tender packages.
  - iii. Assist in tracking project expenses and help with preparing financial updates for internal stakeholders.



## **COMMON ACCOUNTABILITIES**

### **Compliance**

- Ensure that all actions of the FRA, its Contractors and other agents are at all times within the law.
- Ensure the Officer's actions are within such powers as delegated by the FRA.
- Full compliance at all times with the FRA's policies and procedures.
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

### **Organisational Performance**

- Promptly furnish complete and accurate performance results as they relate to the particular area of responsibility, when required.

### **Personal Performance**

- The personal performance of all employees will be evaluated against their respective key performance indicators (KPIs) annually.

### **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 Officer's particular area of responsibility ensure value for money is being achieved – and that the Fijian road infrastructure is 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 FRA's intellectual property rights and reputation.
- Good public relations with all stakeholders.
- Protection of FRA's reputation.



## Emergency Management

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to the FRA’s Emergency Procedures Manual, Business Continuity Plan and an Operations Recovery Plan.

## POSITION SPECIFICATION

- Degree in Quantity Surveying, Construction Management, Civil Engineering or similar discipline with 3 years of experience in quantity surveying roles, preferably within road infrastructure projects. OR
- Diploma in Quantity Surveying with 5 years of experience in this particular field, preferably with road infrastructure projects
- Ability to accurately verify claims and prepare Payment Certificate and meet timeline.
- Affiliation with a professional Institute (recognized);
- Experience in road construction in tropical/sub-tropical environments is desirable;
- Proficient in contract administration of FIDIC and Australian Standards;
- High proficiency in MS Excel, MS Project and practical working knowledge of asset management systems (RAMM experience desirable). Proficiency in quantity surveying and cost estimation software.
- Excellent attention to detail with high level of accuracy, analytical skills, and a proactive approach to identifying and mitigating risks.
- Familiarity with Development Banks project requirements is desirable.
- Demonstrated commitment to ethical practices and anti-collusion measures
- Excellent written and verbal communication skills, with the ability to prepare clear, concise reports and present cost information to diverse stakeholders
- Reliability, honesty and personal integrity;
- Valid drivers’ license.

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This job description has been approved by:

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|-------------|--|
| Name        |  |
| Designation |  |
| Signature   |  |
| Date        |  |