



JOB DESCRIPTION

Job Title	Estimator	
Department	Procurement	
Location of Position	Suva	
Reporting to	Procurement Manager	
Direct Reports	Nil	
Delegated Authority	Nil	
Functional Relationships	<u>Internal</u> Internal Staff	<u>External</u> Contractors Stakeholders Government Ministries Relevant stakeholders

OBJECTIVES

The Estimator plays a critical role in supporting FRA's planning, budgeting, and procurement functions by preparing accurate, defensible, and market-aligned cost estimates for all civil engineering and road infrastructure works.

The role ensures that project budgets are reliable, and that FRA maintains strong commercial oversight through detailed cost comparison against bid submissions received during procurement.

The Estimator contributes to transparency, value for money, and improved cost predictability across FRA's capital and maintenance programmes.

Key Duties and Responsibilities

- 1) Project Budget Estimating
 - i. Prepare pre-design, design-stage, and pre-tender cost estimates for road, bridge, drainage, pavement, and structures projects.
 - ii. Develop detailed Bill of Quantities (BOQs) and rate build-ups for all civil works.
 - iii. Produce engineer's estimates that reflect realistic market conditions in Fiji.
 - iv. Identify key cost drivers including:
 - a) Materials
 - b) Labour
 - c) Equipment and plant
 - d) Transport and logistics
 - e) Construction methodologies
 - v. Maintain an up-to-date estimate library for recurring work activities (reseals, rehabilitation, pavement layers, culverts, etc.).
 - vi. Provide cost inputs for business cases, budget requests, and forward work programmes.



- 2) Cost Comparison & Bid Evaluation Support
 - i. Analyse bid submissions received during procurement and complete comprehensive cost comparison reports.
 - ii. Identify price anomalies, unbalanced rates, and commercial risks in contractor bids.
 - a) Compare tendered prices against:
 - b) FRA engineer's estimates
 - c) Historical rates
 - d) Market benchmarks
 - e) Previous similar projects
 - iii. Highlight deviations, trends, or concerns for the Senior QS and Procurement Team.
 - iv. Assist in developing recommended prices and support the evaluation panel with commercial input.
 - v. Participate in clarification meetings (as directed) to verify contractor pricing assumptions.
- 3) Contract Administration Support
 - i. Assist the Senior Managers in reviewing Budgets.
 - 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.
- 4) Procurement and Commercial Assistance
 - i. Help the Procurement Team in gathering procurement data for subcontractors, materials, and labour.
 - ii. Assist with the preparation and review of cost-related reports for project financials, tracking any discrepancies or variations from expected costs.
 - iii. Provide cost insights to Programme Managers and Planning Teams for annual and multi-year budgeting.
 - iv. Support forecasting activities by providing updated cost levels for work categories.
 - v. Assist with revisions to budgets following design changes or scope modifications.
 - vi. Prepare cost summaries and dashboards for internal briefings and management reports.
- 5) Documentation and Reporting
 - i. Maintain accurate documentation and filing of on-going/proposed projects for tendering including closing and opening of tenders, evaluation timeline and expected date of award.
 - ii. Provide support in preparing cost performance reports and cash flow forecasts, compiling data for Senior QS review.
 - iii. Assist in filing and scanning of tender documents receive for archiving and records.



- 6) General Support
 - i. Assist in the coordination of meetings with tender Bidders and provide support in reviewing tender submission and clarifying queries on submission.
 - ii. Perform routine administrative tasks, including document control and assistance in the preparation and proof reading of tender documents, accuracy of quantities and unit of measure used.
 - 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

- A Diploma in Quantity Surveying, Construction Management, Civil Engineering or similar discipline
- Minimum of 5 years' of progressive experience in quantity surveying roles, preferably within road infrastructure projects
- Have a sound knowledge of materials used on road works and effect of market fluctuation.
- 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 may be an advantage). 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 ability to work with minimum supervision
- Valid drivers' license.

 This job description has been approved by:

Name	
Designation	
Signature	
Date	