

## **EXTERNAL JOB POSTING**

### **CHIEF QUANTITY SURVEYOR**

The Mvula Trust is the leading NGO in the rural water supply and sanitation field in South Africa, with a solid track record, high calibre staff and a network of relationships and partnerships with the major stakeholders in the sector. The mission of the Mvula Trust is to improve the health and livelihoods of poor and disadvantaged South Africans using and maximising community-based approaches to facilitate delivery of integrated and sustainable water, sanitation and related services, while ensuring that people's voices are heard.

JOB INFORMATION			
Job Title	Chief Quantity Surveyor	Occupational Level	Professional Registration (SACQSP)
Job Grade	9	Reports to	Regional Manager Operations
Department	Quantity Surveyor	Closing Date	22 November 2021
Location	Limpopo Regional Office	Employment Type	Permanent Contract

### PURPOSE OF THIS JOB

To manage all costs relating to building and civil engineering projects, from the initial calculations to final accounts in order to minimize the costs of projects and enhance value for money, while still achieving required standards and quality

### KEY PERFORMANCE AREAS

- Preparing tender and contract documents, including bills of quantities within procurement cycle
- Conducting feasibility studies to estimate materials, time and labour costs
- Providing advice and forecasts about project costs
- Performing risk, value management and cost control;
- Preparing and analysing costings for tenders;
- Analysing completed work and arranging payment to contractors
- Monitoring project expenditure and providing statements and associated information
- Certification of contractor/subcontractor monthly valuations and final accounts.
- Preparing project final accounts
- Providing assistance in writing close out reports
- Undertaking cost analysis for repairs and maintenance project work

### QUALIFICATIONS & EXPERIENCE

- ✓ Degree in Quantity Surveying or equivalent (NQF level 6)
- ✓ Registration with a relevant professional body- SACQSP
- ✓ Minimum 8 years' quantity surveying experience.
- ✓ Computer literacy (MS Office) – advanced Projects, Excel, Power Point, etc
- ✓ A proven track record in meeting project deadlines
- ✓ Estimating and cost engineering of construction services and works
- ✓ Working knowledge of QS Plus and similar software
- ✓ The various facets of quantity surveying practices, including construction methods, techniques and systems applied in the full spectrum of the quantity surveying profession
- ✓ All aspects of building engineering design and analysis, engineering operational communication, processes, maintenance applied in the profession, technical consulting, programme and project management and financial management.

Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za)

**PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS**

**N.B Interested candidates must avail themselves at any date, venue and time as determined by the Mvula Trust.**

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.