

## MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

**DATE POSTED: 22 July 2022**

**CLOSING DATE: 06 August 2022**

**JOB TITLE: Quantity Surveyor (1-year contract)**

**REGION: Limpopo Regional Office (Polokwane)**

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The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in Limpopo Regional Office based in Polokwane.

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### **Position Requirements for Quantity Surveyor**

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

- Preparing tender and contract documents, including bills of quantities within procurement cycle
  - Undertaking cost analysis for repairs and maintenance project work;
  - Performing risk, value management and cost control;
  - Preparing and analysing costings for tenders;
  - Analysing completed work and arranging payment to contractors
  - Certification of contractor/subcontractor monthly valuations and final accounts
  - Preparing project final accounts
  - Providing assistance in writing close out reports
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### **Qualifications and Experience**

- ✓ Degree in Quantity Surveying or equivalent (NQF level 7)
  - ✓ Professional registered with The South Africa Council for the Quantity Surveying Profession)
  - ✓ Computer literacy (MS Office) – advanced Projects, Excel, Power Point, etc.
  - ✓ Registration with a relevant professional body
  - ✓ Minimum 2 years' quantity surveying experience.
  - ✓ A proven track record in meeting project deadlines
  - ✓ Estimating and cost engineering of construction services and works
  - ✓ Working knowledge of WinQS software
  - ✓ Experience and Knowledge of using the JBBC Form of Contract is required
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Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za). Please also visit our website at [www.themvulatrust.org.za](http://www.themvulatrust.org.za) for more information.

**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.