



<b>JOB DESCRIPTION</b>	
<b><u>MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT</u></b>	
<b>DATE POSTED: 25 FEBRUARY 2022</b>	<b>CLOSING DATE: 08 MARCH 2022</b>
<b>JOB TITLE: X2 SENIOR QUANTITY SURVEYOR</b>	
<b>DURATION: 12 MONTHS</b>	
<b>REGION: EASTERN CAPE AND LIMPOPO REGIONAL OFFICES</b>	

**1. Objective of the Position**

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

**2. Key Responsibilities of the Position**

<b>Main objectives/outputs</b>	
<b>Key Performance Areas</b>	<b>Objectives linked to each KPA</b>
1. Manage all costs relating to building and civil engineering projects	1.1. Preparing tender and contract documents, including bills of quantities within the procurement cycle 1.2. Preparing and analysing costings for tenders; 1.3. Monitoring project expenditure and providing statements and associated information 1.4. Providing advice and forecasts about project costs 1.5. Analysing completed work and arranging payment to contractors 1.6. Performing risk, value management and cost control; 1.7. Certification of contractor/subcontractor monthly valuations and final accounts. 1.8. Preparing project final accounts 1.9. Providing assistance in writing close out reports

	1.10. Undertaking cost analysis for repairs and maintenance project work take cost analysis for repairs and maintenance project work;
2. Ensure achievement of required standards and quality.	2.1. Provide quality assurance on projects 2.2. Maintain awareness of different building contracts in current use 2.3. Ensure and oversee the implementation of health and safety regulations. 2.4. Analyse outcomes and write detailed progress reports 2.5. Identify, analyse and develop responses to project risks 2.6. Prepare contracts, including details regarding quantities of required materials 2.7. Conduct site visits, assessments and projections for future work 2.8. Ensure that organisational processes and procedures are adhered to at project level 2.9. Provide assistance in writing close out reports 2.10. Provide support to the Training Unit in developing technical training materials .

### 3. Key Requirements of the Position

<b>Qualifications, skills, knowledge, experience and behaviour required to perform the job competently</b>	
<u><b>Knowledge and Education</b></u> <ol style="list-style-type: none"> <li>Quantity Surveying Diploma/Degree or equivalent (NQF level 6)</li> <li>Computer literacy (MS Office) – advanced Projects, Excel, Power Point, etc</li> <li>Registration with a relevant professional body</li> </ol>	<u><b>Experience</b></u> <ol style="list-style-type: none"> <li>Minimum 3 years' quantity surveying experience.</li> <li>A proven track record in meeting project deadlines</li> <li>Working knowledge of Health &amp; Safety Act</li> <li>Estimating and cost engineering of construction services and works</li> <li>Working knowledge of QS Plus and similar software</li> </ol>
<u><b>Behaviour and Attributes</b></u> <ol style="list-style-type: none"> <li>Able to work well within a team based environment.</li> <li>Understood and followed at all times.</li> <li>Communicator &amp; motivator with ability to communicate across all levels of seniority from the workface through to Senior Management level.</li> <li>Demonstrates accountability and ownership of own duties</li> </ol>	<u><b>Key Competencies and Skills</b></u> <ol style="list-style-type: none"> <li>Have good organisation skills, planning of resources and programme scheduling.</li> <li>Be able to provide both summarised and detailed reports.</li> <li>Excellent planning and coordination skills</li> <li>Strong analytical skills</li> <li>Excellent problem solving abilities</li> <li>Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms</li> </ol>

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.