

**INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED: 25 August 2024**

**CLOSING DATE: 30 August 2024**

**JOB TITLE: Junior Quantity Surveyor (24 months contract)**

**REGION: Eastern Cape Regional Office (East London)**

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office (East London)

**The objective of the Position**

A Junior Quantity Surveyor will be directly involved in the planning, monitoring, evaluation, and close-out of infrastructure projects.

**Key Performance Indicators**

**The Junior Quantity Surveyor will perform the below functions in an assisting capacity:**

- Assist in budget preparation for each project.
- Assist in the preparation of bills of quantities.
- Assist in preparing of cost reports.
- Prepare cash flow projections.
- Monitoring and evaluation of work on-site through measurements.
- Assist in the preparation and reviewing of payment certificates during the process of payments.
- Assisting in preparing, and reviewing Final accounts.
- Assist in Closeout Reports.
- Assist with EFMS administration for QS-related documents.
- Ensure that all the documents submitted are accurate and valid.

**Qualifications and Experience**

- A National Diploma or Degree in Quantity Surveying or relevant qualification.
- Computer literacy (MS Office) – advanced Projects, Excel, PowerPoint, etc.
- Registration with a relevant professional body or being in the process of Registration as a Candidate will be an added advantage.
- Computer literacy (MS Office) – advanced Projects, Excel, PowerPoint, etc.
- Minimum two years of quantity surveying experience.
- Working Knowledge of Health and Safety Act.
- Estimating and cost engineering of construction services and works.
- Knowledge of construction contracts ( e.g JBCC, NEC, GCC, FIDIC etc)
- Working knowledge of WinQS Plus, QS Plus, and or similar software.

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.