

**General Information****Tel:** 011 403 3425**Web:** www.themvulatrust.org.za**NPO Registration No:** 005 - 110**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT****DATE POSTED: 05 JUNE 2026****CLOSING DATE: 19 JUNE 2026****JOB TITLE: 1X SENIOR 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)

Objective of the Position

A Senior Quantity Surveyor is responsible for a Package/ Programme and oversees a number of fellow Senior Quantity Surveyors or Junior Quantity Surveyors on the packages/ programmes under his/her supervision as delegated or allocated by The Chief Quantity Surveyor.

Key Performance Indicators

- Successfully manage the allocated projects.
- Manage the review and/ or undertake drawings and on-site measurement during project design and execution phases.
- Manage and coordinate relevant data and cost estimates from the other professional consultants.
- Manage the review and/or Balancing of the Contracts BoQs at the tender stage.
- Manage the Review process of Payment Certificates.
- Review of Cost Reports for each Programme.
- Review of Variation Orders and submit for Approval.
- Review / prepare Final Accounts/ Close Out Reports.
- Participate in SCM processes as and when required (BSC, BEC).
- Develop SOPs for QS-related work.
- Prepare and/or Review Cash flow projections.
- Provide the necessary inputs for the Project Close-Out processes.

- Professionally Signing – off Works.
- Attend and provide QS inputs at critical project meetings.
- Follow up on issues related to QS and report feedback accordingly on a weekly and monthly basis.
- Keep an accurate report of projects allocated to them and provide input to the Project Manager as and when required.
- Adhere to the weekly/ monthly targets as set out by the Line Manager to contribute to the overall organizational performance.
- Review and correct QS-related information on the client reporting systems (e.g. EFMS).
- Continuous Professional Development (CPD): Attend formal training, workshops webinars, etc. to keep up with the industry trends and self-development.

Qualifications and Experience

- Degree in Quantity Surveying or equivalent (NQF level 7).
- Professionally registered as a Quantity Surveyor with the SACQSP
- At least 10 years of working experience
- Knowledge of estimating and cost engineering of construction services and works.
- Working knowledge of WinQS, QS Plus, and similar software will be an added advantage.
- Knowledge of construction contracts (e.g. JBCC, NEC3, GCC, FIDIC etc).

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at 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.