



## General Information

**Tel:** 011 403 3425

**Web:** [www.themvulatrust.org.za](http://www.themvulatrust.org.za)

**NPO Registration No:** 005 - 110

### THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

**DATE POSTED:** 02 February 2023

**CLOSING DATE:** 10 February 2023

**JOB TITLE:** Junior Quantity Surveyor X 3 (12 months 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.

#### **Objective of the Position**

A Junior Quantity Surveyor will report to the Senior Quantity Surveyor within a team and shall work on various packages/programmes under the supervision of the SQS as delegated or allocated by The Chief Quantity Surveyor. The JQS is knowledgeable in basic Quantity Surveying areas and the main objective will be to assist Senior Quantity Surveyors in executing their duties which include but not limited to the following: managing 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.

#### **Key Performance Indicators**

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

- Successfully manage the allocated projects;
- Prepare budgets for each project by work packages and cash flow forecast;
- Review and/ or undertake drawings and on-site measurement during project design and execution phases;
- Preparation and/or Review of Payment Certificates;
- Review and / or Balancing of the Contractors' BoQs at tender stage;
- List of tender BoQs to be submitted as Proof;
- Preparation and/or Review of the Rates build-up of each activity or unscheduled items in a Contract BoQ;.
- Do adjustment and/or Review of Provisional/ Prime cost sums or Budgetary Allowances in a Contract BoQ;
- Prepare and/or Review Cost Reports for each programme;
- Prepare and/or Review Variation Orders and submit for approval;

- Prepare and/or Review Cash flow projections;
- Prepare, Process, Reconcile and or Review Project Final Accounts;
- Provide the necessary inputs to the Project Close-Out processes;
- 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 inputs 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);
- Participate in SCM processes as and when required (BSC, BEC);
- Continuous Professional Development(CPD): Attend formal training, workshops, webinars, etc. to keep up with the industry trends and self- development;
- Development/Progress towards Professional Registration with The South African Council for The Quantity surveying Profession(SACQSP)/ or Royal Institute of Chartered Surveyors(RICS);

#### **Qualifications and Experience**

- Degree in Quantity Surveying or equivalent (NQF level 6)
- Computer literacy (MS Office) – advanced Projects, Excel, Power Point, etc.
- Registration with SACQSP as a Candidate QS will be an added advantage.
- Minimum 2 years' quantity surveying experience
- A proven track record in meeting project deadlines
- Working Knowledge of Health and Safety Act
- Estimating and cost engineering of construction services and works
- Working knowledge of WinQS Plus, QS Plus and or similar software will be an added advantage.

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.