

**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:** Senior Quantity Surveyor (PrQS) (12 months contract)**REGION:** Limpopo Regional Office(Polokwane)

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

**Objective of the Position**

A Senior Quantity Surveyor (PrQS) 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. SQS supervise, review work, coach and mentor the Junior QS's and report to The Chief Quantity Surveyor (CQS). The SQS (PrQS) manage all costs relating to building and Civil Engineering projects, from the initial calculations to final accounts to minimise the costs of projects and enhance value for money, while still achieving required standards and quality. Moreover, a PrQS will sign off works as a Professional.

**Key Performance Indicators**

- Successfully manage the allocated projects;
- Review and / or undertake drawings and on-site measurement during project design and execution phases;
- Preparation and/or Review of Payment Certificate;
- Review and / or Balancing of the Contractors' BoQs at tender stage;
- 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;

- 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 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;
- Mentoring Junior Quantity Surveyors on good QS Professional Practice and/or towards becoming Professionally Registered Quantity Surveyors;

### **Qualifications and Experience**

- ✓ Degree in Quantity Surveying or equivalent (NQF level 6)
- ✓ Computer literacy (MS Office) – advanced Projects, Excel, Power Point, etc.
- ✓ Must be professionally registered as a Quantity Surveyor with the SACQSP
- ✓ Minimum 2 years' quantity surveying experience post registration
- ✓ 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.