

Job Description Form



Personal Details	Job Holder :		ID Number:	
	Job Title :	Quantity Surveyor-Somalia	D.O.J:	
	Location :		Date Reviewed:	
	Reporting to :	Senior Construction Manager		
	Liaison with:	Business Development Director /Bid Team/Procurement team		
Job Profile	Job Purpose	The QS will accurately project the cost of upcoming projects and provide vital information by developing the cost information needed in order to determine if a proposed product will be profitable. They will also work to determine which endeavours are making an adequate profit.		
	KPI's	To be agreed with Line Manager		
	Main Job Accountabilities & Expectations	<ul style="list-style-type: none"> • Conduct feasibility studies to estimate materials, time and labour costs. • Assist in the preparation, negotiation and analysing of costs for tenders and contracts. • Interpretation and Communication of all business and technical aspects of bids to the Business development Director and the field staff. • Preparing tender and contract documents, including bills of quantities with the architect and/or the client. • Undertaking costs analysis for repair and maintenance of project work; • Assist in the preparation and review of project bids. • Pricing of Excavations, Concrete, Brickwork, Woodwork, Roof tiling, External • Render, Drainage, External works and other pricing requirements. • Advise on a range of legal and contractual issues from time to time. • Valuation of completed work. • Analyzing subcontract prices for comparison. • Reviewing and updating pre-bid strategies. • Providing advice on contractual claims. • Performing risk analysis valuations. • Monitor relevant planning authority web sites to identify work opportunities. • Updating tendering database information. • Advising on procurement strategy. 		
	Required Skills	<ul style="list-style-type: none"> ▪ Good Knowledge of construction/ engineering. ▪ Good financial and numeracy management skills. ▪ Excellent communication, negotiation skills and Technical writing skills ▪ Thorough and highly accurate administration skills to competently manage the bid response process. ▪ Planning, organizational and interpersonal skills to ensure the timely collation of information and delivery of the document to the client. ▪ Ability to work on own initiative and with the minimum of supervision ▪ Flexibility with regard to working across all areas of the business, and working extra hours to meet the requirements of this challenging position. ▪ Fluent in English. ▪ High degree of personal motivation 		

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	Core Competencies	Delivering Business Results Team Working Planning and Control Bringing Innovation to Problem Solving Making Good Decisions Attention to Detail Developing the Strategy		
	Levels of Competencies	<i>Level 1</i> Excellent <i>Level 2</i> Good <i>Level 3</i> Satisfactory <i>Level 4</i> Unsatisfactory		
Job Specification	Preferred Qualification & Experience	<ul style="list-style-type: none"> ▪ Bachelor of Engineering (Civil). ▪ Computer literate – especially Auto Cad, Ms. Excel, Word, PowerPoint and Project 2007 XP/vista. ▪ 5 to 8 years experience in office administration preferably involved in giving support to project design/ tendering/ bid management/ pre-sales support teams ▪ Knowledge of procurement processes, project cycles and previous tendering experience would be a strong advantage. 		
Signature	Employee		Date	
	Head of Estimation			
	Business Development Director			
	HR Manager			