

# Job Specification

Job Title	Quantity Surveyor / Costing Engineer
Category	Permanent Position
Division	Development, Planning and Infrastructure
Reporting To	Senior Manager: Technical Services
Job Level	Paterson Grade D2
Job Purpose Statement	<p>Manage all costs relating to infrastructural, building, specialised and civil engineering projects, from the initial calculations to the final figures. Minimize unnecessary costs of projects and ensure value for money, while still achieving the required standards and quality with due consideration to statutory building and other regulations.</p>
Key Performance Areas	<p><b>Strategic Alignment</b></p> <ul style="list-style-type: none"> <li>● Provide strategic input and support the implementation of the strategy of the Dube TradePort and DPI</li> <li>● Assist in establishing DTPC's requirements within construction projects</li> <li>● Track and provide input into DTPC Annual Performance Targets on a quarterly basis</li> <li>● Report on DPI Public Sector Investment for all construction projects for the financial year</li> <li>● Report on DPI SMME expenditure to date for the financial year</li> </ul> <p><b>Cost Management and Project Management</b></p> <ul style="list-style-type: none"> <li>● Estimating and cost planning</li> <li>● Dealing effectively with post contract cost variances and change process</li> <li>● Measure, value, submit contract variations</li> <li>● Negotiate, verify and review variations submitted</li> <li>● Assess valuation of completed work and arrange for payment</li> <li>● Conduct cost checks and carry out valuations on projects and ensure timely and accurate costs checking</li> <li>● Forecast final values for cost to completion</li> <li>● Prepare, monitor and review projected cash flows</li> <li>● Undertake and review cost estimates for new projects</li> <li>● Provide costs estimates for repair and maintenance work within DTPC precinct</li> <li>● Assist in Project Close Out (Final Accounts)</li> <li>● Review and provide advice on contractual claims</li> <li>● Review project costs reports</li> <li>● Maintain awareness of the different building contracts in current use</li> </ul>

	<ul style="list-style-type: none"> <li>● Review and sign off contract documents pertaining to construction projects</li> <li>● Understand the implications of OSH ACT</li> </ul>
<b>Procurement and Contract Documentation</b>	<ul style="list-style-type: none"> <li>● Advise on procurement strategy</li> <li>● Prepare and review procurement and contract documents with DTPC Supply Chain Management / DPI and the appointed service provider</li> <li>● Prepare and analyse costings for tenders to be awarded and prepare QS procurement report</li> <li>● Assess tender and contract documents, including bills of quantities for all infrastructure projects</li> </ul>
<b>Risk and value management and cost control</b>	<ul style="list-style-type: none"> <li>● Perform risk, value management and cost control throughout all stages of the project</li> <li>● Identify, analyse and develop responses to commercial risks</li> <li>● Assist in identifying audit risks in infrastructure projects</li> </ul>
<b>Stakeholder Engagements</b>	<ul style="list-style-type: none"> <li>● Assist in compiling infrastructure projects business cases and review feasibility studies</li> <li>● Work closely with contracts and finance department on technical matters</li> <li>● Interface with the service provider and other stakeholders, at all project stages</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>● Report writing</li> <li>● Assist with the development of cost management tools within the organisation</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>● Manage and motivate staff to achieve maximum performance by training, mentoring &amp; skills development</li> <li>● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously.</li> <li>● Plan for and manage recruitment needs for area of responsibility.</li> <li>● Ensures that the working environment contributes to improving staff morale and increasing productivity.</li> <li>● Provides leadership that demonstrates the values of DTPC.</li> </ul>
<b>Qualifications, Knowledge, Skills and Competencies Required</b>	<ul style="list-style-type: none"> <li>● Degree or equivalent in Quantity Surveying, construction management, civil engineering or similar</li> <li>● Preference will be given to a registered, professional quantity surveyor</li> <li>● 5 – 8 years' experience in quantity surveying/ cost engineering of which at least 2 years is at a management level</li> <li>● Knowledge of OSHA legislation and regulations and the impact on infrastructure and construction projects.</li> <li>● Knowledge of various forms of contracts (NEC, FIDIC, JBCC, GCC)</li> <li>● Previous experience with cost estimation or similar software is essential</li> <li>● Good report writing skills and thinks clearly</li> <li>● Ability to communicate with people at all levels</li> </ul>

	<ul style="list-style-type: none"> <li>● Attention to detail and the ability to interrogate technical and numerical information</li> <li>● Very good document management skills</li> <li>● Excellent planning, time management and prioritization skills</li> <li>● Professional excellence</li> <li>● Stakeholder engagement and collaboration</li> <li>● Project management skills</li> </ul>
<b>Opening Date</b>	25 August 2019
<b>Closing Date</b>	8 September 2019
<b>Employment Equity</b>	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTTC's Employment Equity Plan.
<b>Recruitment and Selection Process</b>	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> <li>● Shortlisting of CVs based on minimum requirements of the role;</li> <li>● 1<sup>st</sup> Round Panel Interview;</li> <li>● Psychometric Assessment/s; and</li> <li>● Verification Checks.</li> </ul>
<b>Verification Checks</b>	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> <li>● Criminal;</li> <li>● Credit (position of trust) and Financial dealings, if relevant to position;</li> <li>● Qualifications;</li> <li>● Reference Checks;</li> <li>● South African citizen;</li> <li>● Drivers License; and</li> <li>● Positive verification of current remuneration package.</li> </ul>
<b>Remuneration and Benefits</b>	<p>R666,426 – R999,639 Annual Package on a total cost to company basis.</p> <p>Cellphone allowance of R800 per month.</p> <p>Non-guaranteed performance bonus.</p> <p>22 Working days leave per annum.</p>
<b>Application Forwarding Details</b>	<a href="mailto:HR@dubetradeport.co.za">HR@dubetradeport.co.za</a>