

Job Specification

Job Title	Project Officer: Quantity Surveying
Category	Permanent Position
Division	Development, Planning and Infrastructure
Reporting To	Quantity surveyor Costing Engineer
Job Level	Paterson Grade C3
Job Purpose Statement	To provide technical support to DTPC Development Planning and Infrastructure Department for all building and infrastructure projects from tender stage to final project close out.
Key Performance Areas	<p>Project Administration</p> <ul style="list-style-type: none"> ● Assist in the preparation of payment certificates and performing on site measurements as well as accurately measuring of drawings. ● Manage post contract cost variances and the change control processes within construction projects and where applicable referring major changes to line manager. ● Conduct cost checks and ensure timeous submission of valuations for payments. ● Undertake costs estimates for new projects. ● Assist in reviewing tender documentations and contract documents. ● Assist in compiling monthly reviews / cost reports on projects. ● Prepare and review variation orders. ● Preparation and finalising of final accounts with service providers. ● Inputting into value engineering, as applicable. ● Assisting on feasibility studies and writing procurement reports. ● Ensure accurate records are maintained. ● Work in multi-disciplinary teams across the organisation. ● Attend project technical and progress meetings.

**Qualifications,
Knowledge,
Skills and
Competencies
Required**
Financial

- Assisting in the preparation and reviewing of cost related variation orders.
- Preparation of CFMTs, including all necessary documentation for all construction projects.
- Liaise with all applicable service providers on payment certificates related matters.

- National Diploma Building or BSc in Quantity Surveying or similar qualification
- Must have experience working for construction companies
- Must have worked on building, roads and civil construction projects
- Must be proficient in MS Excel, Word
- Knowledge of OSHA legislation and regulations and the impact on infrastructure and construction projects
- Knowledge of various forms of contracts (NEC, FIDIC, JBCC, GCC)
- Minimum 3 years construction experience working as a Quantity Surveyor
- Knowledge of standard forms of measurement / SANS 1200, COLTO would be advantageous
- Code EB licence and ability to drive DTPC vehicles
- Ability to communicate with people at all levels
- Good report writing skills and thinks clearly
- Attention to detail and the ability to interrogate technical and numerical information
- Ability to work independently, efficiently and able to meet deadlines
- Good document management skills
- Good oral and written communication skills
- Team player
- Good planning and organizational skills

Opening Date

16 September 2020

Closing Date

5 October 2020

**Employment
Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment
and Selection
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks; and
- 2nd Round Panel Interview, if required.

Verification Checks

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers License; and
- Positive verification of current remuneration package.

Remuneration and Benefits

R373,547 – R525,790 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

20 Working days leave per annum.

Application Forwarding Details

Applications, including a detailed CV, must be forwarded to

HR@dubetradeport.co.za.

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.