



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

**JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60ABGEQS09	
<b>WING:</b> <i>Network Planning, Design &amp; Standards</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Supervising Quantity Surveyor - Grade 14</i>		
<b>DIVISION:</b> <i>Architecture &amp; Building</i>	<b>LOCAL DESIGNATION:</b> <i>Supervising Quantity Surveyor</i>		
<b>BRANCH:</b> <i>Architecture, General Engineering, Quantity Surveying &amp; Building Board Services (AGQB)</i>	<b>REPORTING TO:</b> <i>Principal Architect Grade 15</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> 60ABGEQS02
<b>SECTION:</b> <i>Quantity Surveying</i>	<b>LOCATION:</b> <i>Headquarter - Boroko</i>		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
111-60-A00	10/12/2021	Re-no, Re-class, Re-design

**2. PURPOSE**

*To supervise team of Quantity Surveyors employed under the AGQB Branch quantify and produce precised Costing for new Building Infrastructure capital works projects and maintenance works.*

*Assist in vetting documents submitted from National Procurement Commission (NPC) and other stakeholders for Technical Clearance/Correctness.*

**3. DIMENSIONS**

*Supervise the specific operation of activities under the Quantity Surveying Section, by organizing, coordinating, and controlling the overall planning and execution of capital works project costs and other requests as assigned to the Branch with the approved works program.*

**4. PRINCIPLE ACCOUNTABILITIES**

*Reporting to the Principal Quantity Surveyor. AS (AGQB)*

**5. MAJOR DUTIES**

- 5.1 *Supervise quantity surveying team by arranging for data collection for cost estimate on all Building and Services.*
- 5.2 *Assist Collect, compile and input data on database onto materials, standard building works items in the four regions of the country.*
- 5.3 *Liaise with the Contracts Branch and monitor various Building Infrastructure works for estimation purposes.*
- 5.4 *Collect relevant data and assist Principal Quantity Surveyor prepare Project Audit Reports.*
- 5.5 *Assist Principal Quantity Surveyor liaise with Principal Architect & Engineers to formulate BOQ for new and refurbishment projects.*
- 5.6 *Assist in vetting Documents for Technical Clearance/Technical Correctness for tender purposes.*
- 5.7 *Assist Principal Quantity Surveyor in overseeing the operation of the Quantity Surveying Section.*

## 6. NATURE AND SCOPE

*This position is within the AGQB Branch of the organization and reports directly to the Principal Quantity Surveyor.*

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

*Principal Quantity Surveyor, AS (AGQB), Provincial Works Managers*

#### (b) External

*Construction material supplies.*

### 6.2 WORK ENVIRONMENT

*The position is located at Department of Works, Headquarters in Port Moresby, and it's a technical position responsible for supervising team of Quantity Surveyors employed under the AGQB Branch quantify and produce précised Costing for new Building Infrastructure capital works projects and maintenance works. Also responsible for vetting of documents submitted from National Procurement Commission (NPC) and other stakeholders for Technical Clearance/Correctness.*

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

#### ▪ Rules/procedures

*This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial Instructions, the Departmental Policies and the relevant agreements between Department of Works and the Governments of Papua New Guinea.*

#### ▪ Decision

*Decisions taken shall be in line with the applicable law, standard practices or contract management, departmental policies, and the relevant agreements in place.*

#### ▪ Recommendations

*Any recommendations made should be in love with the applicable act, bidding documents, the Good Procurement Manual and other relevant conditions, guides, manuals, standards, and specifications.*

## 8. CHALLENGES

*Organizing, coordinating, and controlling the detail planning and execution of producing précised cost estimates for projects tasked to the branch and carryout all minor works contract for building infrastructure project is challenging to ensure that all project a well costed out and a realistic project budget is developed, and codes and standards are maintained during implementation of projects.*

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

#### (a) Qualifications

*The occupant must have a Degree/Diploma in Quantity Surveying and Member of the Institute of Builders.*

#### (b) Knowledge

*Quantity Surveying, Contracts/Contract Administration.*

#### (c) Skills

*The Occupant must be computer literate (Spreadsheet/Word/Access), ability to interpret design/construction drawings for estimation purposes.*

#### (d) Work Experience

*The occupant must have minimum of ten (10) years in Quantity Surveying & Cost Estimate for simple and complex Building Projects.*