



PAPUA NEW GUINEA PUBLIC SERVICE



Form 002.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABGEQS17	
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Senior Quantity Surveyor - Grade 13		
DIVISION: Architecture & Building	LOCAL DESIGNATION: Senior Quantity Surveyor		
BRANCH: Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)	REPORTING TO: Supervising Quantity Surveyor Grade 14	SYS. POS. NO:	REF. NO: 60ABGEQS09
SECTION: Quantity Surveying	LOCATION: Headquarter - Boroko		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Create

2. PURPOSE

Assist Supervising Quantity Surveyor to produce precise cost estimates and 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 when required.

3. DIMENSIONS

Assist In Supervising 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 Supervising Quantity Surveyor, Principal Quantity Surveyor.

5. MAJOR DUTIES

- 5.1 Arrange for data collection for cost estimate on all Building & Services works.
- 5.2 Collect, compile and input data on database onto materials, standard Service 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 (Building & Services works) prepare Project Audit Reports.
- 5.5 Assist in vetting tender documents for issuance of technical clearance/correctness for tender and award.

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

Supervising Quantity Surveyor, Principal Quantity Surveyor, 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 focuses on cost estimates for Projects.

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

The effective and efficient cost estimates and Project Audit on Service Works.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

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

(b) Knowledge

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 five (5) years as an estimator for Building Projects.