



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position:

Quantity Surveyor (Level 7)

QUALIFICATION AND EXPERIENCE

- B.Sc. Quantity Surveying.
- A minimum of five (5) years post-qualification experience.
- Experience in roads, bridges or building.

SKILL REQUIREMENTS/KEY COMPETENCIES

- Highly developed team skills.
- Possess strong organizational skills.
- Excellent oral and written communication skills.
- Good analytical and judgement skills.
- Strong deductive reasoning and interpersonal skills.
- Ability to use own initiative.
- Creativity, innovation and problem solving.

REPORTING RELATIONSHIP

Reports to: Quantity Surveying Manager

PRINCIPAL FUNCTIONS

- Responsible for producing estimates, bills of quantities, cost plans, sampling and testing plans, contract and tender documents.
- Carrying out post-contract financial management which include cost reporting, valuation of work completed, and payment certificates, claims assessment and final accounts for all building and civil works done by NWA.
- Provide efficient preliminary estimates for all building and civil engineering projects based on information provided by architects and civil engineers.
- Produce all estimating data for the preparation of annual budgets and project schedules.
- Develop and maintain cost records for labour, materials and equipment hireage, for the maintenance of standard rates for the Agency.
- Interpret blueprints, schematic drawings, sketch plans, layouts and other visual aids to facilitate accurate cost estimation.
- Attend pre-bid meetings to clarify queries from potential bidders and provide necessary information for accurate bidding.
- Evaluate and provide technical reports on cost breakdowns submitted by contractors for significant variances in rates and prices in tenders, and where appropriate assist in negotiation process as needed.
- Prepare variation and change orders in accordance with changes to project scope based on recommendations from engineers/architects/project managers.
- Conduct site visits to monitor and assess projects, ensuring conformance with design, bills of quantities and contract documents.
- Monitor and report on costs for renovation and maintenance projects to ensure projects are implemented within approved budget.

CURRENT SALARY : \$5,198,035.00 per annum

Applications should be submitted no later than

Monday, September 1, 2025 to:

Human Resource Manager

National Works Agency

140 Maxfield Avenue, Kingston 10

or Application can be sent via email to: Recruitment@nwa.gov.jm

**The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.**

"Developing Safe, Reliable & Quality Roads"