



CAREER OPPORTUNITY

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

Temporary - Quantity Surveying Technician (Level 7)

QUALIFICATION AND EXPERIENCE:-

- B.Sc. Degree in Quantity Surveying
- A minimum of 5 years post-qualification experience
- Experience in roads, bridges or buildings

SKILL REQUIREMENTS/KEY COMPETENCIES :-

- Ability to communicate effectively in both oral and written forms.
- Strong inter-personal and deductive reasoning skills.
- Competence in computer programmes.
- Excellent quantity surveying skills
- Highly developed project planning and management skills
- Highly developed team skills

PRINCIPAL FUNCTIONS:-

- Provide an efficient service for preliminary estimates for all building and civil engineering schemes prepared by architects and civil engineering.
- Develop and maintain cost records for labour and materials and for overall contract cost of completed structures to the Agency's designs.
- Prepare bills of quantities and contract documents for work to be done by the Agency.
- Carry out measurement and valuation and prepare interim and final payment certificates for projects.
- Provide quantity surveying service for maintenance works.
- Ensure that approved cost planning techniques are understood and implemented.
- Produce all estimating data required by the Agency for the preparation of forward programmes and annual estimates.
- Participate in calling for, receiving and checking tenders for projects.

SALARY: \$4,594,306.00 per annum

**Applications should be submitted no later than
Tuesday February 27, 2024 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.
Only individuals short-listed will be contacted.**