

# PUBLIC NOTICE

---

## VACANCY QUANTITY SURVEYOR

Are you interested in construction and project managing? If so, this is an opportunity for you. Corporate Finance is seeking a motivated and organised individual to fill the position of Quantity Surveyor within the Programme Management Unit.

The Quantity Surveyor is expected to:

- Manage all costs related to building and civil engineering projects from the initial calculations to the final figures, which form part of the new programme as well as the strategic and operational advice to Directors, Elected Members and DFID;
- Seek to minimise the cost of a project and enhance value for money, while still achieving the required standards of quality. This includes ensuring statutory building regulations are met;
- Prepare estimates and costs of the work and when the project is in progress, you'll keep track of any variations to the contract that may affect costs and create reports to show profitability.

Some of the main duties of the post will include:

- Undertake cost analysis for all capital programme projects, to include repair and maintenance activities;
- Feed cost estimates to Senior Economist undertaking the Cost Benefit Analysis in a timely manner;
- Interfaces with the Programme Manager, Construction Project Manager, site supervisors to deliver professional and competent advice and support to ensure the projects are managed in accordance with the contract, and meeting the required reporting deadlines;
- Liaise with the Construction Project Manager to review and update risk registers, aligned with any early warnings;
- Analyse cost quotations and actual costs of previous projects to understand what cost contingency (also known as optimum bias) should be applied to projects.

Applicants should have the following qualifications and experience:

- Undergraduate degree accredited by the Royal Institute of Chartered Engineers (RICS), in quantity surveying, commercial management or cost engineering, or equivalent;
- A –Level or equivalent in Mathematics;
- Internationally recognised qualification in ICT at Diploma level;
- At least 5 – 10 years' experience working as a Quantity Surveyor or leading role in the commercial development sector;
- Demonstrable experience of contract administrations and NEC Contracts;
- Demonstrable experience of good quality report writing.

Applicants should have Excellent Microsoft Office skills in particular advanced in excel, well-developed communication skills and the ability to build good working relationships, with the ability to meet tight deadlines and work under pressure.

Salary for this post is at £14,138 per annum.

For further details about the post, interested persons can contact Miss Alfreda Yon, Capital Programme Manager on telephone number 22777 or e-mail: [Alfreda.Yon@sainthelena.gov.sh](mailto:Alfreda.Yon@sainthelena.gov.sh)

Application forms are available from Corporate Human Resources and on the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies) and should be submitted through Directors, where applicable, to Madonna Henry, Human Resources Officer, The Castle or e-mail [madonna.henry@sainthelena.gov.sh](mailto:madonna.henry@sainthelena.gov.sh) by no later than 4pm on Friday, 17 January 2020.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

*SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.*

**Corporate Services**

**03 January 2020**