



**ENGINEERING & INFRASTRUCTURE DIVISION  
BUILDING & CIVIL WORKS SECTION  
VACANCY # 16 /2013 – QUANTITY SURVEYOR – NADI AIRPORT**

**Airports Fiji Limited (AFL)** is a Government Commercial Company in the business of operating airports and providing Air Traffic Management facilities and services in the Fiji Islands and provides challenging and rewarding employment opportunities in the aviation industry.

We are looking for someone with suitable qualifications and experience for the position of Quantity Surveyor to be based at Nadi Airport.

**TERMS & CONDITIONS**

The starting salary will be \$30,328 per annum.

This will be a Contracted position and the terms and conditions of employment will be discussed with prospective candidates at the time of interview.

The written applications must be submitted together with the **AFL Employment Application Form** (*which can be downloaded from the Company website [www.airportsfiji.com](http://www.airportsfiji.com) or collected from the AFL HR Office at Nadi Airport*) and clearly marked:

**“Vacancy No.16 / 2013 – Quantity Surveyor – Nadi Airport”** and addressed to:

The Chief Executive Officer  
Airports Fiji Limited  
Private Mail Bag  
**Nadi International Airport**

**OR** hand delivered at our ‘Registry Office’ located at the AFL Headquarters, AFL Compound, Namaka, Nadi, **no later than 4pm on Friday, 15<sup>th</sup> March 2013.**

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<u>QUANTITY SURVEYOR</u>	<b>POSITION HOLDER:</b>	<u>VACANT</u>
<b>REPORTS TO:</b>	<u>MANAGER BUILDING &amp; CIVIL WORKS</u>	<b>LOCATION:</b>	<u>NADI AIRPORT</u>
<b>DIVISION:</b>	<u>ENGINEERING &amp; INFRASTRUCTURE</u>	<b>DEPARTMENT:</b>	<u>BUILDING &amp; CIVIL WORKS</u>

### **Purpose of the Role:**

The Quantity Surveyor will be responsible for measuring quantities and estimating costs for the building and civil works projects. He will manage all costs relating to building projects, from the initial calculations to the final figures and seek to minimize the costs of a project and enhance value for money, while still achieving the required standards and quality. He will further review cost associated with all non capital projects.

### **Key Accountabilities:**

1. Undertaking feasibility studies and costs analysis for repair and maintenance project work
2. Advising on procurement strategy
3. Managing costs on a wide variety of new building projects and structures
4. Prepare price and unpriced bills as per standards
5. Performing risk and value management and cost control
6. Providing advice on contractual claims
7. Preparing tender and contract documents, including bills of quantities with the architect and/or the client
8. Identifying, analyzing and developing responses to commercial risks;
9. Preparing and analyzing costing for tenders
10. Analyzing outcomes and writing detailed progress reports
11. Valuing completed work and arranging payments
12. Maintaining awareness of the different building contracts in current use
13. Providing post-occupancy advice, facilities management services and life cycle costing advice
14. Assisting clients in locating and accessing additional and alternative sources of funds
15. Advising on the maintenance costs of specific buildings
16. Preparing standard rates on capital and non capital projects

### **Key Challenges / Decisions / Success factors:**

- Must adhere to all statutory building regulations
- Understanding the implications of health and safety regulations
- Cost management by the quantity surveyor is to minimize the amount of money the Company needs to spend on a project, thus enhancing the overall value of the investment while still maintaining required levels of safety and other mandates
- Use local and international standards in preparing estimates

**Direct Reports:** Assistant Quantity Surveyor

**Qualifications, Professional Knowledge and Experience (essential):**

- Bachelor's degree in Quantity surveying, Construction or Civil Engineering with 3 years of similar work experience or a diploma in quantity surveying with 5 years of experience.
- A background in construction is preferred, as an ability to read and interpret building plans is an imperative skill with Knowledge of different construction materials and their availability is also important.
- Excellent Time management, Interpersonal and communication skills
- Ability to complete tasks efficiently and skilfully and make decisions effectively while working on multiple projects
- Be abreast of the available technology
- Member of professional institute
- Have at least 3 years of onsite experience as a resident quantity surveyor
- Well versed with project managements
- Good knowledge on building contracts used in Fiji, current market rates and trends in price
- Computer knowledge in Microsoft office and auto cad is essential

**Key Relationships:**

**Internal:**

- BCW Team members
- GM Engineering & Infrastructure

**External:**

- Contractors