

## **CALL FOR APPLICATIONS TO FILL VACANCY FOR Manager A - Quantity Surveyor**

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to [hr.pg@project.green](mailto:hr.pg@project.green)

### **JOB DESCRIPTION & PROFILE**

Title	Manager A – Quantity Surveyor
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#### **Job Description**

##### Overview

##### About the Projects Office:

The Projects Office is responsible for the Design and Implementation of green projects. The Office plans, manages and leads design strategies for various urban public realm projects. The Office is composed of several professionals including Architects, Project Managers and Technical Supporting Staff.

##### About the Role:

As a Manager A - Quantity Surveyor your tasks will include:

- Reviewing and taking off quantities from drawings (to quantify all features of the drawings);
- Evaluating quotations from third parties, and assist and advise on its validity according to present market prices;
- Drafting schedule of quantities and specifications for procurement purposes;
- Carrying out regular inspections and necessary measurements on-site at all phases of the project;
- Keeping track of cost during implantation of the project, while advising the Project Manager when this is envisaged to be exceeded;
- Notifying the Project Manager with variances from the estimated works and documenting these accordingly;
- Preparing bills of quantities for payment including extras and variations from measurements taken on site or as the nature of the work dictates;
- Assisting in the collection of certifications and/or documentations necessary for the certification of the bill items and works;
- Liaising with the different contractors regarding all matters relevant to quantity surveying;

- Preparation of final bills of quantities;
- Liaise with supervisor regarding all matters relevant to quantity surveying;
- Assisting and liaising with other sections within Project Green for the provision of quantity surveying services;
- Actively seeking to improve processes and procedures;
- Supervise and mentor other Junior Quantity Surveyors, Apprentices and Quantity Surveyors within the unit;
- Reporting progress of the unit to senior management;
- Show initiative and provide practical advice to identify solutions to job-specific challenges;
- Establishing and maintaining professional relationships with external stakeholders, being our operators or clients;
- Carrying out other related duties that maybe assigned on occasions by the supervisor / Section Head;
- Driving vehicles in the course of duties of a Quantity Surveyor;
- Safeguarding the interests of Project Green;
- Undergoes any training programmes that Project Green deems necessary for the optimum performance in the grade including the study of market prices within the field.

#### About You:

Project Green is looking for a Manager A - Quantity Surveyor, whereby candidates shall be of good character, create a positive atmosphere within the Team and be committed to work overtime hours as directed.

You will be expected to assist the Design Team by preparing estimates, bills of quantities and site work measurements. Furthermore, you will need to be capable to work on your own with minimal supervision and take own initiative to support the team effectively.

The role requires the possession of a minimum of MQF/EQF Level 4 Advanced Diploma in Construction Engineering (Quantity Surveying), or an equivalent recognised qualification as approved by the MFHEA, and at least one (1) year experience in Quantity Surveying in construction.

You will also need to prove proficiency in the use of Auto-CAD, be in possession of a clean police conduct not older than six months from the date of this application and be in possession of a Driving Licence Category B.

#### Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will endeavour to avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on [mfhea.mt](http://mfhea.mt) under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage [project.green](http://project.green).

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.