



Ministry of
Education & Youth

ICO 25-124



JOB TITLE :

CAREER OPPORTUNITY

QUANTITY SURVEYOR (SOC/ST 5) - VACANT REGIONAL BUILDING SECTION

**KINGSTON REGIONAL OFFICE, REGION 1, PORT ANTONIO REGIONAL OFFICE, REGION 2,
BROWN'S TOWN REGIONAL OFFICE, REGION 3**

Under the general direction of the Manager, Maintenance and Infrastructure Development, the Quantity Surveyor is responsible for determining the economic cost for estimate and manage all costs related to assigned projects (construction, renovation, repairs) that require building and upgrading of educational and youth infrastructure facilities and further ensuring that all costs are controlled within the approved budget.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Science Degree (BSc) in Quantity Surveying/Cost Engineering or equivalent from an accredited educational institution.
- JIQS (Jamaica Institute of Quantity Surveyors) Certified or equivalent preferred.
- A minimum of three (3) years post qualification experience.
- Training in project management would be an asset.

REMUNERATION PACKAGE:

Salary Scale: \$3,501,526.00 to \$4,709,163.00 per annum
(SOC/ST 5) Salary Scale, Band 7,





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5983. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN WEDNESDAY, SEPTEMBER 10, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 -4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
DIVISION OF SCHOOL SERVICES
JOB DESCRIPTION AND SPECIFICATION**

| | |
|---------------------|---|
| JOB TITLE: | Quantity Surveyor |
| JOB GRADE: | SOG/ST 5 |
| POST NUMBER: | |
| DIVISION: | Division of School Services |
| BRANCH: | Regional Educational Services |
| SECTION: | Maintenance & Infrastructure Development Section |
| REPORTS TO: | Manager, Maintenance & Infrastructure Development |
| MANAGES: | N/A |

Strategic Objectives of the Section:

To manage the development and execution of minor assigned construction and refurbishing/repairs projects in accordance with established GOJ regulations including , the FAA Act, the Procurement Act and Regulations, Construction Regulations and the GOJ Procurement Guidelines and Standard Operating Procedures.

Job Purpose

Under the general direction of the Manager, Maintenance and Infrastructure Development, the Quantity Surveyor is responsible for determining the economic cost for estimate and manage all costs related to assigned projects (construction, renovation, repairs) that require building and upgrading of educational and youth infrastructure facilities and further ensuring that all costs are controlled within the approved budget.

Key Outputs

- Annual Work Plan prepared
- Project Budgets and Cost Plans
- Bills of Quantities for assigned projects
- Pre-Tender Estimates
- Technical inputs into Bidding Documents
- Technical Evaluation Report on Bids
- Assessments of contractor claims for construction/refurbishment
- Database of prices for construction items
- Relevant technical advice

- Project Reports

Key Responsibility Areas

Technical / Professional Responsibilities

- Prepares and conducts Cost Study Analysis based on the architectural, engineering (mechanical, electrical, plumbing, civil) drawings, engineering and architectural estimates, materials required and the labour involved;
- Reviews and critically evaluates the Discount Cash Flow (DCF) cost estimates submitted to assist in determining the value of investments;
- Prepares all quantitative measurement and valuations during the contract, for agreement of interim payments, through to final payment certificates for all renovation/maintenance assigned projects within the region;
- Vets contractor tenders and contract documents;
- Reviews the quality of all materials at the site and ensures compliance with all project specifications and quality, collaborates with the Department for all material procurement and maintains the quality of materials;
- Maintains effective and open dialogue with the working team regarding changes in work, job conditions, contractor/subcontractor relations and any deviation in the direction of the project;
- Prepares Technical Reports and Practical Completion Certificates.
- Prepares preliminary estimates for all building and civil engineering works.
- Liaise with the technical team members during the design phase to develop reliable and accurate cost estimates.
- Reviews the Preliminary Development Budget to ascertain costing of proposed developments;
- Prepares cost analysis for renovation and maintenance of projects.
- Ensures that renovation and maintenance costs are maintained within the approved budget and expenditure;
- Develops, monitors, and maintains Cost Records for labour and materials, and for the overall contract cost/s;
- Utilize construction drawings to produce quantities and costs for the construction elements.
- Prepare Bill of Quantities for construction projects.
- Conduct analysis and provide advice in relation to cases of dispute resolution.
- Prepare valuation of measured works; track variations to contracts that may affect costs and create reports that show financial impact.
- Evaluate and review contractors' claims in relation to projects.
- Keep abreast of the latest developments in the construction industry.
- Maintain effective working relationships with clients and other stakeholders including relevant government agencies
- Contribute to the development/review of operating policies and procedures including technical guidelines for the project.
- Provide technical advice on relevant quantity surveying related matters

Other

- Undertake other related assignments as directed.

Performance Standards

- Construction estimates and Bill of Quantities are accurate, cost effective, and timely.
- Sign-off on invoices, variations and final accounts that are within the agreed timelines to ensure timely payments to contractors and suppliers.
- Site visits are in accordance with required schedule to verify and determine accuracy of contractor claims.
- Key deliverables are produced within agreed timeframes and at required standards.
- Problems/issues with construction/refurbishing/upgrading are proactively recognized and corrective action taken.
- Projects are efficiently managed throughout the project life cycle up to completion.
- Accurate, detailed, and complete documents produced as scheduled with the agreed timelines.
- Reports are accurate and submitted within given timeframes
- Professionalism and integrity are consistently demonstrated in keeping with the established standards of the project.

Internal and External Contacts (specify purpose of significant contacts)

Within the Ministry of Education & Youth:

| Contact (Title) | Purpose of Communication |
|-----------------------------|--|
| Team members | Guidance/collaboration |
| Schools | Advice/collaboration |
| Regional Education Officers | Collaboration/consultation, providing advice |
| National Education Trust | Collaboration/consultation |

Contacts external to the organisation required for the achievement of the position objectives

| Contact (Title) | Purpose of Communication |
|------------------------------------|---|
| Consultants/Contractors | Consultation/collaboration |
| Construction Industry Associations | Consultation, Networking |
| Suppliers of goods/services | To obtain supplies/services |
| NEPA, KSAC, Parish Councils | Approval orders for building applications, Consultation |

Required Competencies

Core

- Excellent attention to detail
- Excellent presentation, oral and written communication skills
- Good problem solving and decision-making skills
- Excellent time management and organizing skills with the ability to work under pressure and meet tight deadlines
- Excellent analytical skills
- Excellent interpersonal skills with the ability to effectively interact with persons at all levels including clients, architects, engineering professionals, sub-contractors including construction site workers.
- Good negotiating skills

Technical

- Excellent knowledge of Quantity Surveying methodology.
- Knowledge of the GOJ procurement guidelines.
- Knowledge of the Public Procurement Commission (PPC) requirement construction/refurbishment.
- Knowledge of the policies and procedures and Acts governing the operations of project.
- Construction methods, practices, schedules, logistics and budgets.
- The Master Builders JIIC Agreement and labour rates.
- Building Code of Jamaica Institute of Quantity Surveyors.
- Contract Administration process and the established form of contract.
- Budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively
- Proficiency in construction/project management computer software and MS Office suite.

Minimum Required Education and Experience

- Bachelor of Science Degree (BSc) in Quantity Surveying/Cost Engineering or equivalent from an accredited educational institution.
- JIQS (Jamaica Institute of Quantity Surveyors) Certified or equivalent preferred.
- A minimum of three (3) years post qualification experience.
- Training in project management would be an asset.

Authority To:

- Recommend the estimated/in-house cost for construction and refurbishing of schools and other infrastructure as per the architectural/electrical/mechanical drawings.
- Prepare Bills of Quantities for inclusion in bidding documents.
- Participate in the selection of contractors during the tender process for construction/refurbishing.
- Verify claims submitted by contractors.
- Reject payment claims by contractors.
- Recommend amounts to be disbursed as per request by agency and /or contractors in accordance with the GOJ procurement guidelines.
- Certify payment certificates to contractors.
- Prepare final Accounts for projects.
- Certify interim payment certificates and final accounts prepared by contractors.
- Evaluate contracted Quantity Surveyors.

Specific Conditions Associated with the Job

- Required to visit construction sites which can be dusty and hazardous.
- Required to travel island wide including areas which are hilly with winding and remote terrain.
- Required to work beyond normal working hours at times to meet deadlines.
- Work with equipment and specialized software.
- Fast paced environment.
- High degrees of pressure on occasions to meet tight deadlines.

- Frequent intra island travel and extended working hours are required.
- Required to be the holder of a valid Drivers' License and a reliable motor vehicle.