

**Opening Date:** 16 August 2016  
**Closing Date:** 16 September 2016  
**Location:** Tortola  
**Vacancy Notice No.** 69/2016  
**Job Classification:** Grade 9/11/12  
**Ministry/Department/Unit:** Public Works Department  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$28,818 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Quantity Surveyor I/II/III

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide assistance within the unit to ensure all quantity surveying related matters are dealt with professionally and in a timely manner.

### MAIN RESPONSIBILITIES

1. Prepare Bill of Quantities, Tender Documents, Contract documents, cost estimates for building and infrastructure works efficiently.
2. Assist in the pre-qualification of Contractors for infrastructure projects to ensure Contractors are qualified to carry out the job.
3. Assist in the evaluation and recommendation of tenders for Government Contracts to ensure the best price is accepted without extracting on quality.
4. Determine unit rates for merchandise utilised by the Department and other government departments.
5. Evaluate contractors work, submit payment requests and prepare certificates for payment to ensure a high standard of work has been completed and payment is made.
6. Prepare cost reports at the end of each project to ensure figures for future records and prepare final accounts and documents as required for closing out contracts.
7. Assist with settlement of disputes between contractors and clients.
8. Administer and maintain records and systems ensuring security of data.
9. Conduct labour and material assessments to ensure efficiency.
10. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Outdoor environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Quantity Surveying or related field
- Two (2) to five (5) years' experience as a Quantity Surveyor
- Good to Sound knowledge of Government structure, policies and procedures
- Good to Excellent knowledge of contract forms such as FICIC, AIA, JCT and FIDIC
- Good to Excellent knowledge of Engineering, Construction, Architecture and Land Surveying principles
- Good to Excellent knowledge of project management, cost estimating, forecasting techniques
- Good to Excellent knowledge of construction industry and the built environment
- Good to Sound knowledge of relevant computer software applications
- Good to Sound analysis and decision-making skills
- Good oral and written communication skills
- Good interpersonal skills and the ability to work as a team player

### HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*