



Vacancy – Sandton, GAUTENG

Quantity Survey Manager

Reporting to: Executive: Programmes

Job Purpose: The Quantity Surveyor Manager is responsible for ensuring the successful delivery of infrastructure projects by managing costs, contracts, risks, quality and leading a team of Quantity Surveyors. Will collaboratively work with the Programmes Executive and Programmes Implementation team to overcome challenges that may arise during project planning and implementation. The Quantity Surveyor manager shall exercise reasonable professional skill, care, diligence, and shall comply with the applicable law in the performance of their role.

Key Performance Areas

Operations

- Plan and organise projects.
- Develop schedules, identify critical paths, and determine resource requirements.
- Take ownership of procurement processes.
- Ensure bill of quantities, analysis, selection, contract preparation and procurement schedules are carried out effectively.
- Review team's work to ensure it meets quality standards and is aligned with the Foundation's Project Management Framework.
- Manage contractual agreements with suppliers and contractors.
- Negotiate contracts, managing contract changes, and ensure all stakeholders meet their contractual obligations.
- Develop project life cycle models.
- Manage costs throughout the project life cycle.
- Estimate cost during the proposal and tender stage.
- Monitor costs, implement cost control measures, and identify opportunities for costs savings.
- Monitor project expenditure versus progress and timeously apply for variation orders where applicable.
- Ensure zero percent overspending on project implementation.
- Lead in engaging clients and other stakeholders to ensure timely payments.
- Ensure quality control and quality assurance process are adhered to.
- Ensure there is a clear brief for each project.
- Agree format and procedures for cost control.
- Attend project and stakeholder meetings.

Risk Management

- Identify and manage risks associated with the projects.
- Develop risk management plans, monitor risks, and implement mitigation strategies.
- Advise on economic factors affecting projects.

- Advise on appropriate financial design criteria which may improve value.

Reporting and Administration

- Provide regular reports to the Executive Programmes, Programme Implantation team and EXCO.
- Regularly report regarding project progress, cost and schedule updates and risk issues.
- Prepare monthly cost reports and ensures final accounts are negotiated and agreed upon timeously.

People Management

- Lead the team and ensure cost management and valuation work is managed effectively.
- Provide appropriate supervision to the QS team and provide relevant coaching and training.
- Manage key performance areas of directly reporting staff members to ensure their agreed objectives are achieved.
- Talent management of direct reports, including career development and paths for all staff.
- Enhance a culture of high performance.
- Liaise, cooperate and provide the necessary information to all stakeholders.

Education, Skills, and Experience

- Relevant Bachelor's degree in Quantity Surveying
- Minimum of 5 years' experience in construction
- Proficient in CCS/Candy advantageous
- Professional registration (ASAQS/SACQSP)
- Knowledge of the NPO industry
- Driver's license
- Extensive knowledge of building regulations
- Project Management knowledge
- Bill of quantities
- Cost control
- Cost estimation
- Strong Numerical skills
- Attention to detail
- Integrity and honesty
- Analytical and problem solving
- Analytical assessment of built structures
- Good communication and interpersonal skills

Interested candidates are invited to submit a motivation letter highlighting your suitability to the role, an updated CV and contact details of three work-related referees to rudayba@maraisbuton.co.za

Closing date Sunday 24th November 2024

Contact will only be made with shortlisted candidates.