



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Assistant Quantity Surveyor

MINISTRY: Physical Planning and Infrastructure Development

DEPARTMENT: Public Works/Project Management Division

LOCATION: Providenciales but at the discretion of TCIG may be relocated to another part of TCI. Travel within TCI will be required.

JOB SUMMARY:

PURPOSE OF JOB:

To prepare estimates and bill of quantities for various government projects. To prepare tender documents, review offers and makes recommendations to the Principal Quantity Surveyor, Architectural team and Engineering team for contract award.

KEY DUTIES AND RESPONSIBILITIES:

1. Bills of Quantities and Estimates – Assist with the preparation of bills of quantities and estimates of various government projects.
2. Assist with the review estimates and BOQs prepared by consultants and other staff members to ensure accuracy.
3. Contract documents – Assist in the preparation of contract documents and the review of tender offers and recommendations for contract award.
4. Assist with measuring of site works and preparation of payments.
5. Source and order materials.
6. Assist with carrying out of cost planning and cost control and reconciliation.
7. Prepare reports on any problems or oversights, reports on financial accounts on projects.
8. Adhere to all Public Service rules and regulations.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

9. Perform other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE

Qualifications:

Essential: A Diploma/Associate Degree in Quantity Surveying and Estimating/related field or equivalent

Desirable: A Diploma or Certificate in Construction Technology/related field or equivalent.

Experience:

A minimum of three (3) years in the industry, of which two (2) years experience are in the estimating and construction field – i.e. preparing quantities and estimates, properties and uses of materials, carrying out valuation and site inspections for quality control.

SALARY: Grade 7.1 - \$54,670.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

