



## Office of the Services Commissions

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### **CIRCULAR No. 372** **OSC Ref. C. 4858<sup>50</sup>**

**20<sup>th</sup> September, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Quantity Surveyor (Level 7)**, in the **Corporate Services Division/Facilities, Property and Transport Branch, National Fisheries Authority**, salary range \$4,266,270 - \$5,737,659 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Facilities, Property and Transport, the incumbent will provide expertise in the drafting of Authority's construction contracts.

The incumbent will also manage the administration of contracts and appraise/approve contract payments, ensuring compliance with established standards, preparing estimates and bill of quantities, in line with the Ministry's guidelines and regulations.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in meetings;
- Delegates and oversees the functions of reports;
- Participates in meetings amongst stakeholders to ensure project objectives are achieved;
- Assists in the preparation of operational reports;
- Gives assistance in the preparation of Technical Reports for new and ongoing projects.

##### ***Technical/Professional:***

- Prepares preliminary estimates for all building and civil engineering works;
- Reviews the preliminary development budget to ascertain costing of proposed developments;
- Identifies and addresses space utilization inefficiencies to optimize workplace layouts;
- Develops, monitors and maintains cost records for labour and materials, and for overall contract cost of Ministry's completed designs;
- Assists in the co-ordination of designs for building and subdivision plans, to ensure cost efficiency in standards and specifications;
- Produces all estimating data for the preparation of programmes and annual budgets;
- Validates external bills;
- Assists the Civil Engineer in conducting appraisal designs;
- Produces designs using AutoCAD and other similar applications;
- Interprets blueprints, schematic drawings, payouts and other visual aids;
- Participates in evaluations;
- Stays current on trends on flexible workspaces and smart building technologies, to advise on cost-effective solutions;
- Assists with contracts;
- Performs any other related duties that may be assigned from time to time.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Excellent oral and written communication skills;
- Good leadership skills;
- Integrity;
- Good interpersonal skills;
- Teamwork and co-operation;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Ability to use own initiative.

##### ***Technical:***

- Demonstrates awareness of and/or anticipates changing environmental trends, market opportunities and competitive threats. Develops a clear vision of the desired future state of the NFA;

- Knowledge of the Fisheries Act 2018 and other relevant legislation, policies, guidelines of the National Fisheries Authority;
- Sound knowledge of GOJ Procurement Policies and Guidelines;
- Working knowledge of the Master Builders JIIC agreement and labour rates;
- Working knowledge of the Building Code stipulated by the Jamaica Institute of Quantity Surveyors;
- Knowledge of the contract administration process and the established forms of contracts;
- Project/Construction Management experience;
- Working knowledge of standard and specialized computer applications;
- Sound knowledge of Auto CAD and Microsoft applications.

#### **Minimum Required Qualification and Experience**

- B.Sc. Degree in Quantity Surveying;
- Five (5) years' related working experience;
- Experience in building roads, bridges and any other civil works;
- Project Management training;
- Holder of a General Driver's License.

#### **Special Conditions Associated with the Job**

- Islandwide travelling;
- Exposure to dust, excess water and chemicals;
- Required to work beyond normal working hours;
- Might be required on occasions to work on weekends and holidays.

Applications accompanied by résumés should be submitted **no later than Thursday, 3<sup>rd</sup> October, 2024 to:**

**Senior Director  
Corporate Services Division  
National Fisheries Authority  
2c Newport East  
Kingston 11**

Email: [fisherieshr@moa.gov.jm](mailto:fisherieshr@moa.gov.jm)

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**