

INDIS Malta
Job Description



Position Title:	Senior Executive I (Quantity Surveyor)
Reports to:	Chief Officer – Technical Office
Pay Grade:	CLA Grade 3
Department:	Technical & Design Office

Job Summary

The person will be responsible for establishing and managing all costs relating to building projects undertaken by INDIS Malta from the initial calculations to the final figures. The person will assist in minimizing the costs of a project and enhance value for money for both INDIS and the main contractors, whilst still achieving the required standards and quality set out by both internal processes and external bodies e.g., statutory building regulations. When projects are completed, the Quantity Surveyor is responsible for assisting in the processing of claim payments from the relevant parties

Description of main tasks

Duties

- Prepares feasibility studies and proposals, consistent with the Unit's guidelines, to accurately cost and present material to senior personnel for review and approval.
- Assists in the investigation and conduct of tender reviews to assess the soundness of submitted tenders from a cost and technical perspective.
- Together with the other Quantity Surveyors liaise with potential contractors to understand technical costing rationale, submitting needs and tailoring solutions to meet budgets and provide value for money in project delivery.
- Identifies and analyses risks related to costing estimates at an early stage and recommends contingency considerations.
- Maintains accurate technical records and data associated with specific projects including cost plans, cost studies, analysis, spreadsheets, drawings and specifications.
- Maintains an in-depth knowledge of the designated project which includes but is not limited to the contract and the scope of works.
- Maintains a current understanding of technical and building industry trends and practices to utilise as required on specific projects.
- Participates in and contributes to project team meetings to raise issues and concerns, highlighting priorities and process against set targets.
- Values and assesses completed work and organises progress payments.
- Identifies contract variances and submit recommendations to Management as appropriate.
- Applies standards and systems to projects undertaken, including professional quality standards, systems, and project management guidelines.
- Provides input on ways to improve, refine and modify procedures outlined by INDIS Malta.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to Management as requested.

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- Performs any other job-related duties as necessary or as assigned that may be required from time to time.

Consultation

- Consults with the Chief Officer– Technical Office and/or designated person in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates and communicates with other personnel within INDIS Malta to ensure best use of shared resources.

Self-Improvement

- Keeps up to date with new trends, instruments, and methodologies in relation to Legislation and Regulations that could potentially impact INDIS goals, objectives and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

Other

- Performs any other job-related duties as necessary or as assigned.

Supervision Received

- Direct supervision and guidance from Chief Officer– Technical Office and/or designated person as necessary.

Qualifications

The required candidate should have a solid background in Construction, Land Surveying, Quantity Surveying, or another related background which may be considered relevant for this post.

The role calls for an academic qualification in a relevant field of study at National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognised professional qualification at a comparable level.

The applicant should also possess a minimum of three (2) years working in an office with an industrial background and a valid driving licence.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

Disclaimer: This job description defines the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge, etc. These are subject to change as needed by Management.