

# UNIVERSITY OF SOUTH AFRICA

**DEPARTMENT: UNIVERSITY ESTATES**  
**DIRECTORATE: PROJECT MANAGEMENT**

**1 (One) Year Fixed Term Contract**

**2x QUANTITY SURVEYOR (P6)**  
**(MUCKLENEUK CAMPUS)**

**(REF: QUANTITY SURVEYOR/P6/22646/2019/XM)**

To provide management oversight on cost of all projects undertaken by the Maintenance and Project Management Directorates and to provide independent, objective, accurate and reliable capital, maintenance and operating cost assessments usable for investment funding and project control decisions.

## **Requirements**

### Qualification(s):

- Honours Degree; or B – Tech; or Postgraduate diploma or Advanced Diploma
- Registration with the south African Council for the Quantity Surveying profession

### Experience:

- (6) years' experience as a quantity surveyor

### Knowledge of:

- Building and Construction
- Engineering and Technology
- Quantity Surveying and Standard System of Measurements
- Knowledge of JBCC, NEC, FIDC, and GCC Conditions of the contract documentation
- Knowledge of Quantity Surveying with Building and Civil Contracts.
- Proven track record in handling projects from inception to completion (QS Related)
- Design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models

## **Recommendations**

- Experience in managing multidisciplinary projects.
- Membership of a recognised professional body or proof of the registration process.

## **Duties**

- Complete project conceptual estimates, project budgeting and cost planning
- Cost estimates for capital and refurbishment projects based on design plan and provide accurate current cost information
- Provide accurate cost projections on market trends and inflation
- Measure and compile Bills of Quantities, Activity Schedules according to standard measurement systems

- Compile measure and controls the effectiveness of enquiry/tender documentation supplied by external service providers.
- Reconciliation and forecast of expenditure
- Analyse costs and contract document structure and provide feedback on relevant areas
- Evaluate and negotiate on cost related contractual issues and report accordingly.
- Prepare monthly evaluations for void works, providing clear, accurate and timely splits for improvement/repairs elements
- Monitor consultants, contractors and supplier performance on Cost
- Undertake valuations and ensure payments for contracted services are claimed / made in accordance with the Contract's standing orders and financial regulations
- Prepare and develop methods of planning and monitoring procedures on various contracts, ensuring that the data collected can be used as a monitoring tool

**Assumption of duty:** As soon as possible.

**Salary:** Remuneration is commensurate with the seniority of the position


**Closing date:** 24 September 2019

**Enquiries:** 012- 429 8648 – Ms. X Malindisa: HR Staffing: Contract Appointments  
012 429 4880 – Mr. Joe Bopape: UE

Any change in conditions of service will only become operative after one calendar month's written notice and will be made in full compliance with the relevant provisions of the Labour Laws. A work-related test may be conducted

**The prescribed application form must be accompanied by a CV and ORIGINAL certified copies of all educational qualifications and identity document. Submission of such copies entitles Unisa to authenticate the qualifications without any further consent from the applicant. Applications not on the prescribed application form and submitted without ORIGINAL certified copies attached will not be considered. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. The contact details of three contactable references must be provided, one of which must be from your present employer. Should you currently not be employed, a contactable reference from your previous employer must be provided.**

*Appointments will be made in accordance with Unisa's Employment Equity Plan.*

We welcome applications from Persons with Disabilities 

Applications on the prescribed forms are invited and should be **posted to Unisa HR: Staffing, P O Box 392, Unisa, 0003** before the closing date. Hand-delivered application forms can be deposited into the **application boxes situated at the following locations at the Muckleneuk Campus: Theo van Wijk Building, Main Entrance or at the Main Entrance, OR Tambo Building, 3<sup>rd</sup> Floor.** The prescribed application form is obtainable at the counter on the **3<sup>rd</sup> Floor, OR Tambo Building UNISA, Preller Street, Muckleneuk, Pretoria** or can be downloaded from the Internet. (INSERT CORRECT LINK)

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 months after closing date of this advertisement, please accept that your application was not successful.

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Dr LL Ntswane

Acting ED of Facilities Management

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Dr M. Socikwa

VP: Operations and Facilities