

40. SUPERINTENDING QUANTITY SURVEYOR: NO. OF VACANCIES - ONE (1)

Terms of Service: Permanent & Pensionable
Job Group CPSB 07
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment:-

- Kenyan citizenship;
- A Bachelor's Degree in Quantity Surveying or its equivalent from a recognized University in Kenya. Master's degree in the relevant field will be an added advantage;
- Nine (9) years relevant working experience as a Quantity Surveyor;
- Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS) as a professional Quantity Surveyor;
- Corporate membership of the Institute of Quantity Surveyors of Kenya (IQSK) OR Architectural Association of Kenya (AAK);
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and
- Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying function.

Duties and Responsibilities:-

- Preparation of cost estimates, Bills of Quantities, monthly valuation on site, site measurements;
- preparation of variation orders and final accounts involving the implementations of development projects for various departments and agencies;
- Counter checking of site measurements and valuations, variation orders, calculation of fluctuations and preparation of final accounts;
- Cost Analysis and cost planning from already completed projects;
- Contract documentation;
- Handling contract/project management issues;
- Administration and supervision of all staff under him/her;
- Supervise Quantity Surveying services in the County;
- Progress reporting/performance appraisals; and
- Any other duties assigned.