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**CIRCULAR No.190**  
**OSC Ref. C.6222<sup>10</sup>**

**2<sup>nd</sup> May, 2023**

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/be assigned to the following posts in the **Post and Telecommunications Department**:

**Quantity Surveyor (SOG/ST 7) (Vacant) Pay Band 9 salary** range \$4,594,306 - \$6,178,830 per annum.

**Job Purpose**

Under the supervision of the Director, Facilities & Property Management , the Quantity Surveyor (SOG/ST 7) is responsible for determining the economic cost for all construction, renovation and repairs for the Department and that all cost (construction, renovation and repair) are controlled within the approved budget.

**Key Responsibilities**

***Management and Administrative:***

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans to align to the Branch's Strategic/Operation/Unit Plan objectives;
- Provides technical advice and support to the Postmaster General, Director and Manager;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers property management related presentations as needed.

***Technical/Professional:***

- Prepares and conducts Cost Study Analysis based on the architectural, engineering (mechanical, electrical, plumbing, civil) drawings, engineering and architectural estimates, materials required and the labour involved;
- Reviews and critically evaluates the Discount Cash Flow (DCF) cost estimates submitted to assist in determining the value of investments;
- Evaluates tenders and contract documents submitted from contractors and sub-contractors and where appropriate assist the Department with negotiations;
- Prepares all quantitative measurement and valuations during the contract, for agreement of interim payments, through to final payment certificates for all Department renovation/maintenance projects;
- Vets contractor tenders and contract documents;
- Reviews the quality of all materials at the site and ensures compliance with all project specifications and quality, collaborates with the Department for all material procurement and maintains the quality of materials;
- Maintains effective and open dialogue with the working team regarding changes in work, job conditions, contractor/subcontractor relations and any deviation in the direction of the project;
- Prepares Technical Reports and Practical Completion Certificates.
- Prepares preliminary estimates for all building and civil engineering works.
- Reviews the Preliminary Development Budget to ascertain costing of proposed developments;
- Prepares cost analysis for renovation and maintenance of projects.
- Ensures that renovation and maintenance costs are maintained within the approved budget and expenditure;
- Develops, monitors, and maintains Cost Records for labour and materials, and for the overall contract cost of the Department;
- Assists in the co-ordination of designs for Building and Subdivision Plans to manage cost efficiency in standards and specifications;
- Assists the Manager, Facilities/Property in conducting appraisal designs;
- Produces designs using AutoCAD and other similar applications;
- Interprets blueprints, schematic drawings, payouts, and other visual aids.

**Required Knowledge, Skills, and Competencies**

- Working on complex projects in occupied spaces in a quantitative capacity.
- Commercially astute, numerate, risk averse and able to accurately forecast costs within the current construction constraints.
- Multi-tasking, self-motivated, energetic team player with flexible and adaptable approach to work.
- Managing/co-ordinating multiple quick turnaround projects simultaneously.
- Reading and understanding commercial construction plans and specifications.
- Good Organization skills, planning of resources and programme scheduling.
- Microsoft Office/Suite (Word, PowerPoint, Excel), Microsoft Project Estimating and quantity take-off, Excel in particular, Autodesk AutoCAD.
- Construction methods, practices, schedules, logistics and budgets.
- The Master Builders JIIC Agreement and labour rates.
- Building Code of Jamaica Institute of Quantity Surveyors.
- Project Planning & Management.
- Contract Administration process and the established form of contract.
- Budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively.
- Public Procurement planning processes and procedures, with the ability to prepare tender and bidding documents.

**Minimum Required Qualification and Experience**

- BSc (Undergraduate Degree) in Quantity Surveying/Cost Engineering or a related field.
- Certificate in Construction or Project Management.
- At least five (5) years of relevant experience as a Quantity Surveyor, preferably in interior/ground up, commercial /new and refurbished buildings.
- JIQS (Jamaica Institute of Quantity Surveyors) Certified or equivalent preferred.

**Special Conditions Associated with the Job:**

- Work with equipment and specialized software.
- Fast paced environment.
- High degrees of pressure on occasions to meet tight deadlines.
- Exposure to dirt, dust, hot and humid conditions on project sites.
- Frequent intra island travel and extended working hours is required.
- May be required to travel internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Monday, 15<sup>th</sup> May, 2023 to:**

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston**

**Email: [ceooffice@jamaicapost.gov.jm](mailto:ceooffice@jamaicapost.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.**

  
**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**

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