



## Ministry of National Security

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### CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

#### **PROPERTY OFFICER (SOG/ST 7) (Quantity Surveying) SECURITY TECHNICAL SERVICES AND PROJECT MANAGEMENT BRANCH**

**SALARY SCALE: \$2,028,736.00 – \$2,411,529.00**

**Travelling Allowance: \$894,924.00 per annum with Motor Vehicle;**

**\$362,472.00 per annum Without Motor Vehicle**

#### **JOB PURPOSE:**

The incumbent is responsible for providing quantity surveying services in respect of construction, renovation and maintenance projects being undertaken by the Ministry for properties owned, rented or leased by the Ministry, the Jamaica Constabulary Force and other assigned portfolio entities. Additionally, the incumbent supports to ensure projects are executed within budget, agreed timelines and adhere to ALL applicable guidelines and quality standards to include the National Building Codes, the Procurement Act (2015) and other applicable Regulations.

**The duties and responsibilities include but are not limited to the following:**

#### **KEY RESPONSIBILITIES:**

- Prepares and/or reviews Scopes of Work in respect of projects to be undertaken by the Ministry;
- Ensures site reconnaissance is carried out with the stakeholders to develop or verify project scopes as well as monitor and assess implemented projects to ensure conformance with design and cost estimates
- Prepares Engineer's Estimates/Bill of Quantities (BQs) in respect of assigned projects
- Prepares cash flow projections for construction, renovation or maintenance projects being undertaken by the Ministry;
- Monitors and evaluates projects ensuring value for money and satisfactory completion within budget and the agreed timeframe;
- Maintains documentation in respect of assigned projects;
- Reviews contractor's claims/invoices for accuracy and completeness against contract BQ and recommend reductions where necessary
- Reviews quotations submitted and advise as to whether they are in keeping with market rates;
- Reviews submissions for the utilization of contingency and provisional contract sums and submits recommendations
- Participates in the bid evaluation process in respect of renovation, construction or repair projects
- Assists with the preparation of construction, renovation or maintenance related tender documents in accordance with GOJ procurement laws and regulations;
- Prepares the final accounts to close off assigned projects;
- Prepares Technical Reports for existing, new and ongoing projects;
- Maintains a database in respect of construction related labour and materials costs for reference as needed;
- Participates in the monitoring and maintenance of project activities;
- Prepare estimating data for the preparation of programmes and annual budgets;
- Reviews and signs off on Practical Completion Certificates for assigned projects;
- Conduct measurements, evaluate and prepare interim certificates for projects;
- Interprets blueprints, schematic drawings and other visual aids;
- Performs other related duties and responsibilities as may be assigned from time to time.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor of Science Degree in Quantity Surveying;
- Three (3) years related experience construction project management and quantity surveying
- Experience developing bill of quantities for large projects.

**SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:**

- Sound critical thinking and analytical skills
- Sound knowledge of the theory, principles and practices associated with the production of project estimates
- Sound knowledge of National Building Codes and other applicable guidelines and standards;
- Working knowledge of the GOJ procurement laws and regulations;
- Sound knowledge of the construction industry standards;
- Good Technical Report writing skills;
- Ability to prioritize, plan and organize workloads and to manage assigned projects;
- Ability to interpret architectural drawings and designs;
- Ability to manage projects from initiation through to completion;
- Negotiating skills;

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Working in stressful and potentially hazardous environment;
- Will be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Will be required to travel island wide.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, April 30, 2021** to the: -

Director, Human Resource Management & Administration  
Human Resource Management & Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: PROPERTY OFFICER (SOG/ST 7) (Quantity Surveyor)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**