



# 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 (QUANTITY SURVEYOR) (SOG/ST7) - VACANT**

**SALARY SCALE: \$5,198,035.00 – \$6,990,779.00 PER ANNUM**

#### **JOB PURPOSE**

The incumbent will be responsible for the preparation of cost estimates for works and services required for a broad range of building related projects across the national security portfolio. He/she will review construction plans and prepare quantity requirements, reports, cost analyses and assist with budget preparation and other technical duties assigned. Finally, the incumbent will work collaboratively with both internal and external stakeholders to produce fit for purpose security infrastructure while adhering to well-defined functional objectives and simultaneously demonstrating innovativeness through the introduction of new ideas and concepts related to the built environment.

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

#### **KEY RESPONSIBILITIES:**

- Assessing and interpreting architectural and civil/structural engineering drawings, blueprints, to inform the development of bill of quantities;
- Developing blank and priced bills of quantities from scope of works and design drawings for construction and renovation works being undertaken by the Ministry;
- Reviewing cost estimates submitted by contractors and preparing rate assessments indicating whether the value for money criteria have been met;
- Conducting rate negotiations with contractors arising from estimates submitted that are determined to be exorbitant;
- Preparing and submitting certificates for interim and final payments following the relevant verification checks;
- Providing technical support to the procurement process by preparing tender analysis reports for bids received to include checks for omissions, computation errors and comparison spreadsheets;
- Liaising with other construction professionals to include architects, civil/structural and MEP engineers to ensure the completeness of final designs in accordance with Jamaica's Building Regulations;
- Providing supervision of construction and renovation of assigned projects so as to ensure compliance with approved designs and established guidelines for the use of public funds;
- Supporting the public investments and procurement processes through the provision of technical guidance in respect of assigned projects, including the review of bidding documents, draft contracts, Project Concepts and Project Proposals;
- Managing assigned renovation projects to include developing scopes of work, developing working drawings, monitoring contractors, preparing payment requests in respect of assigned projects. Ministry;
- Liaising with the National Land Agency to administer lease agreements and/or acquire property on behalf of the Ministry to include obtaining valuation reports, draft terms of lease and/or sale agreements;
- Preparing cash flow projections in respect of assigned projects for submission to the Finance Division;
- Preparing detailed financial reports in respect of assigned renovation and construction projects.

## MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's in Quantity Surveying or related field,
- Certificate in Construction or Project Management,
- Registration with JIQS (Jamaica Institute of Quantity Surveyors) Certificate would be an asset;
- Five (5) years of post-qualification experience as a Quantity Surveyor or field work related including the use of Bluebeam, CATO and Quick Measure; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Sound knowledge of quantity surveying principles and practices
- Sound knowledge of the building approval processes
- Sound knowledge of National Building Codes, National Environmental Planning Laws, the GOJ Procurement Guidelines and other applicable guidelines and standards;
- Sound knowledge of the construction industry standards;
- Good Technical Report writing skills;
- Excellent oral and presentation skills
- Ability to prioritize, plan and organize workloads;
- High level of proficiency in interpreting architectural and engineering designs;
- Ability to manage projects from initiation through to completion;
- Negotiating skills

## SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

Interested persons should forward their applications and resume **NO LATER THAN May 17, 2024**, to the: -

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

**Subject: Property Officer – Quantity Surveyor (SOG/ST7)**

**Please note that we thank all for responding but only shortlisted applicants will be contacted.**