



JOB VACANCY- QUANTITY SURVEYOR (CONSULTANT)

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of **Quantity Surveyor** on a Consultancy basis.

Job Summary

The Consultant supports the Senior Quantity Surveyor by ensuring that building projects remain within budget through preparation of cost and material estimates, noting any design changes and their effect on cost to achieve project goals and support the achievement of organizational objectives.

Job Responsibilities

- Reviews construction plans and assists in the preparation of quantity requirements to provide a realistic estimation of costs.
- Assists in the development of cost estimates and project budgets, promoting value engineering to provide Clients with a cost-effective end product.
- Communicates with Project Managers regularly, identifying potential problems or conflicts with project budgets, material availability etc.
- Reviews contractor payment applications and advises Project Managers on the accuracy of quantities and costs as requested therein.
- Works closely with the Project Cost Control Officer to ensure that projects comply with project budgets, by minimizing risks, managing issues and reducing variations.
- Works closely with the Project Quality Control Officer for quality assurance and control on all projects.
- Attends various Project meetings, as required and upon request from the Senior Project Manager, to discuss costing concerns, challenges, and issues to help negotiate and formulate best solutions and strategy for success.
- Conducts site visits for construction progress review, early identification of critical issues with possible solutions for risk mitigation.

- When required, supports the Procurement Unit by participating in tender evaluations, preparing cost estimates and other tender-related documents.
- Critically review tenders, bids and quotations to ensure the most cost-advantageous contracts are concluded.
- When required, supports the Legal Unit by participating in contract negotiations and discussions with prospective contractors and consultants.
- Monitors inventory and stores and orders materials, as required.
- Establishes and maintains stakeholder relationships through effective communication, negotiation and issues management to ensure project deliverables are met.
- Researches and formulates recommendations to support evidence-based project planning and decision-making.
- Provides technical support on any project management related subjects.
- Prepares written, oral, and graphic reports, photographic and other media presentations.
- Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
- Performs any other duties as required by the job function.

Education and Job Experience

1. Bachelor's degree in Quantity Surveying, Engineering or a related discipline; and
2. At least 5 years' experience in quantity surveying in major projects.
3. Familiarity with the FIDIC suite of contracts will be considered an asset.

Knowledge, Skills and Abilities

1. Ability to actively work on high-level tasks and deliverables for multiple projects simultaneously
2. Proven track record of successful financial control and modeling for capital projects.
3. Excellent leadership, communication (written, verbal and presentation) and interpersonal skills
4. Technically competent with various software programs, including but not limited to Microsoft Office (Word, Excel, PowerPoint, Visio) and Microsoft Projects.
5. Results-oriented, including financial modeling and analysis.
6. Resourceful and driven, with ability to manage detailed financial obligations and objectives
7. Adaptability and flexibility
8. High level of stress tolerance
9. Ability to work in a cross-functional environment

Any other equivalent combination of training and experience will be considered.

Application along with Curriculum Vitae and copies of certificates should be **emailed** in **PDF** format no later than **4.00 p.m.** on **Tuesday 23rd, January 2024**, addressed to:

The Human Resource Officer
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd
Isaac T McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.
E-mail address: hr.officer@e-idcot.co.tt

Kindly state the position that you are applying for in the subject of the email.

Unsuitable applications will not be acknowledged.