

Job Description

Position Title	Manager, Quantity Surveying & Estimation
Department	Infrastructure Planning and Development - IPD
Reporting To	Project Director
Type of Position	Contractual – 1 Year

POSITION DESCRIPTION

The Quantity Surveyor is responsible for the overall Quantity surveying & estimation needs of IPD. The role ensures that all projects awarded at optimized cost.

DUTIES AND RESPONSIBILITIES

- ✓ Develop internal Construction Budgets, Engineers Estimates and method of measurements and payments for Projects.
- ✓ Develop internal Rate build-ups based on Market Rate analysis.
- ✓ Review and Verify IPCs of all physical execution done at site.
- ✓ Develop SOPs for all quantification and verification of Construction Quantities/Materials at budgeting and execution phase.
- ✓ Address all other tasks related to technical coordination and allied services as director by the Project Director.
- ✓ Review and develop SOP for efficient IPC preparation and processing mechanism.
- ✓ Able to undertake all estimation and quantity surveying needs based on latest softwares

REQUIRED JOB SPECIFICATIONS

Key Qualifications & Experience:	✓ Education: Bachelor's Degree in Civil Engineering. ✓ Experience: Minimum 7 plus years of relevant experience in Quantity Surveying & Estimation of large-scale infrastructure projects preferably on international projects or with International/Multi-National Firms (Client/PMC/Consultant/Contractor). ✓ Expert knowledge of AutoCAD, 3D Civil, Revit, Bluebeam (or equivalent), MSOffice & GIS Softwares. ✓ Strategic planning and problem-solving skills ✓ Strong analytical and decision-making skills. ✓ Excellent communication skills. ✓ Commitment to sustainability
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1	Negotiations and Budgeting	High
2.	Conflict resolution	Medium
3.	Decision-making	High
4.	Organizational skills	High
5.	Time management skills	High
6.	Negotiations and Budgeting	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department