

LTWP-EXTERNAL ADVERTISEMENT

Job title:	Project Quantity Surveyor
Duration:	Permanent
Department:	Project Management Office
Reports to:	Head of PMO
Supervision:	None
Duty Station:	Project Site – Marsabit County

LTWP seeks to hire a Project Quantity Surveyor responsible for preparing project cost plans that enable the design team to arrive at practical designs for projects and stay within budget. The job holder is also responsible for maximizing project margin and adding value to the construction process by proactive involvement in procurement and reporting.

The job holder will drive the best value from suppliers and subcontractors in conjunction with the Procurement Department, carry out monthly financial reviews on projects costs and forecast final outturn values for the price. Timely submission and negotiation of final accounts to the client/ main Contractor and Subcontractors.

DUTIES AND RESPONSIBILITIES

The Projects Quantity Surveyor is responsible for cost analysis and managing the financial aspects of construction projects, ensuring they stay within budget. The key duties include:

1. **Cost Planning:** Preparing cost analyses, bills of quantities, and tender documents based on architectural and engineering designs, and liaising with design teams, and suppliers.
2. **Budget Control:** Monitoring project costs at every stage to ensure they align with pre-set budgets and evaluating project progress to determine value for payments.
3. **Procurement Management:** Creating and maintaining procurement schedules, negotiating tenders, and helping to develop procurement strategies.
4. **Financial Reporting:** Producing financial reports on cost vs budget, tracking cash flows, and analyzing completed projects to determine value for money.
5. **Contract and Payment Management:** Assisting with contract documentation, resolving contractor financial claims, and ensuring timely payments through financial controls.
6. **Project Stages:** Engaging in various project stages from design to close-out, providing estimates, preparing financial reports, and reviewing project viability and compliance with design specifications.

The stages below outline the execution framework for the Quantity Surveyor's responsibilities, focusing on maintaining financial control, overseeing procurement, and tracking costs effectively throughout the entire project lifecycle.

Stage I

1. Assist in developing a clear project brief.
2. Attend the project initiation meetings.
3. Advise on the procurement items for the project.
4. The need for other consultants and services required.
5. Advise on economic factors affecting the LTWP projects when necessary.

6. Provide necessary information within the agreed scope of the project to the other consultants.

Stage 1-Deliverables

1. Develop the scope of work alongside other stakeholders.
2. Agreed services with other consultants.
3. Signed agreement with other consultants where applicable.

Stage 2- Concept and Viability

1. Consultant's delivery of documentation programme.
2. Attend design and consultants' meetings.
3. Review and evaluate design concepts and advise on viability in conjunction with the other team members.
4. Review relevant data and cost estimates from the other consultants and LTWP approved suppliers.
5. Prepare preliminary and elemental or equivalent estimates of construction cost.
6. Liaise, cooperate and provide necessary information to LTWP, principal consultant and other consultants.

Stage 2-Deliverables

1. Preliminary estimate(s) of construction cost.

Stage 3 Design Development

1. Review the documentation programme with the project management team.
2. Attend design and consultants' meetings.
3. Review and evaluate design and outline specifications and exercise cost control in conjunction with the other team members.
4. Review relevant data and cost estimates from the other consultants.
5. Prepare detailed estimates of construction cost.
6. Assist the relevant HOD and PMO to review the budget against cost plan.

Stage 3-Deliverables

1. Detailed estimate(s) of construction cost.
2. Reports on cost versus budget.

Stage 4- Documentation and Procurement

1. Attend design and consultant's meetings.
2. Assist LTWP consultants in the formulation of the procurement strategy for contractors, and suppliers where applicable.
3. Review working drawings for compliance with the approved budget of construction cost and/or financial viability.
4. Prepare tender documents (Bills of Quantities, RFQs, EOIs and Bid Documents) and/or negotiation of supplier prices.
5. Evaluate tenders, prepare evaluation reports and recommend award.
6. Prepare Letter of Intention to Award, Letter of Award & Letter of Regret per negotiation with Bidder/Supplier post tender review.
7. Alongside Legal and Contract Administrator assist the preparation of contract documentation for execution.

Stage 4-Deliverables

1. Tender documentation, Tender Evaluation Report & Recommendation for Award of Tender.
2. Project Letters: Intent to Award (where applicable), Letter of Award & Letter of Regret.
3. Draft Contract Document.

Stage 5-Construction

1. Attend the site handover.
2. Prepare schedules of predicted cash flow.
3. Prepare pro-active estimates for proposed variations for LTWP decision making.
4. Attend regular site, technical and progress meetings.
5. Assist in resolving financial claims by the contractor(s).
6. Assist in the resolution of contractual claims by the contractor(s).
7. Track payments to Contractors and Consultants. Prepare or review valuations for payment certificates where applicable.
8. Prepare financial appraisals for the works on a progressive basis and final account(s).

Stage 5-Deliverables

1. Schedule of predicted cash flow.
2. Estimates for proposed variations.
3. Payment tracker.
4. Valuations for payment certificates, progressive and draft financial appraisals.
5. Review of supporting particulars for contractual claims.

Stage 6 - Close-Out

1. Prepare valuation for final payment certificates to be issued by the Head of Projects
2. Prepare final account(s).
3. Support LTWP and its HOD's in developing a project close-out report.

Stage 6- Deliverables

1. Valuations for payment certificates & Final account(s). Close- out report.

Support to WoC:

1. Obtaining NEMA Approvals alongside HSE & County Building Approvals.
 2. Capacity building for local contractors: Support Pre-tender & Post – award Contractors' training alongside Contract Administrator.
- To support the behaviour of working as LTWP, sharing best practice, and collaborating with colleagues outside of own sphere of business.
 - To ensure full participation in the Performance Appraisal Review (PAR) process and maintain an up-to-date record of all training and development activities/programs.
 - To always act and behave in a way compliant with all LTWP company guidelines and policies, especially those relating to values and behaviours, environmental health and safety, ethics and codes of conduct, as it is through living our values that we strengthen the culture of our business and demonstrate our understanding of our Code of Conduct.
 - Any other duties deemed necessary and relevant by the management in the smooth running of the Wind Farm Site operations.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in quantity surveying from a recognized university.
- At least (5) Five years of experience in a similar role.
- Registered member of the Board of Registered Architects and Quantity Surveyors and in good standing.
- Registered member of the Institute of Quantity Surveyors of Kenya and in good standing.
- Experienced in the financial management of construction projects.
- Experience and understanding of tendering process and control.

COMPETENCIES

- Ability to interpret contracts.
- Strong analytical and critical thinking skills.
- Ability to prioritise tasks.
- Good financial and numeracy management skills
- A clear understanding of building approvals.

A person of high integrity that will model LTWP core values:

- Collaborative
- Accessible
- Respectful
- Excellence
- Safety consciousness

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

How to apply:

Qualified candidates should send their Cover letter and CVs **only** to careers@ltwp.co.ke clearly indicating the position they are applying for on the email subject on or before **6 November 2024**.