

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Estimator	
<b>Level and Salary:</b>	T1 – T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Public Works, Infrastructure Development & Water	Public Works
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Principal Quantity Surveyor	

## **JOB PURPOSE:**

Assisting Principal Quantity Surveyor in providing Property estimation and evaluation also support the Architectural Section in the estimation and checking of all building materials and assisting Principal for all Government building projects.

## **KEY RESPONSIBILITIES:**

1. Support and contribute to take-off works of design proposals.
2. Contribute to the compiling of Bill of Quantity of all government design projects.
3. Support the estimation and checking of building materials.
4. Manage the records of all government design projects.
5. Assist the architect with government building design projects
6. Assist managing property estimation (issues) and evaluation works with stakeholders and for government projects.

## **MAIN DUTIES AND OUTCOMES:**

- 1.1 Carry out take-off works of design proposals in compliance with appropriate specifications and direction.
- 1.2 Report on progress of take-off works.
- 2.1 Ensure timely compiling of Bill of Quantity for all government design projects and other associated projects.
- 2.2 Report on progress of works.
- 3.1 Provide cost estimation of building materials required against project material order lists.
- 3.2 Check that all building materials are available and ready against the project material order lists.
- 3.3 Report on any materials that are not available to ensure no delay to the building projects.

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- 4.1 Record and maintain records for each government project to enable the quantity surveyor to formulate a cost database for each project.
- 5.1 Work with the architect on all building related matters, tender and specification documentation.

### MANDATORY REQUIREMENTS:

#### Qualification/Experience

Diploma in Quantity Surveying, Construction, Civil Engineering and/or Building Engineering from a recognized institution with 3 years working experience in architectural works and sound knowledge on materials and building technologies.

### AND

#### Skills and Abilities

Advanced knowledge in using Excel and AutoCAD, sketch up or similar database  
Good written and oral communication skills (Tuvaluan and English)  
High-level attention to detail and accuracy  
Ability to liaise with a range of stakeholders  
Sound time management skills

**\*\*THIS POSITION MAY REQUIRE WORK OUTSIDE OF NORMAL WORKING HOURS**

### IMPORTANT NOTICE

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.