



HOUSING AGENCY OF JAMAICA LIMITED (HAJL)

Invites applications to fill the following contractual positions for an initial period of 12 months.

QUANTITY SURVEYOR

The **Quantity Surveyor** will be responsible for pre and post-contract Quantity Surveying including but not limited to preparing and analyzing tender documents, evaluating contractors' claims, preparing interim payments and final accounts, in order to facilitate the organization's achievements of its vision, mission and goals.

Education, Specialized Techniques, Skills and Experience

- Minimum of a Bachelor's Degree in Quantity Surveying
- At least 5-7 years' relevant experience in Quantity Surveying
- Understanding of the Public Sector Contracts Administration process
- Sound knowledge of the FIDIC (International Federation of Consulting Engineers) and CIC (Construction Industry Council) standard form of contracts
- Sound knowledge of the quantification and costing of construction works, the various standard methods of measurement and the measurement of building and infrastructure works.
- Solid understanding of alternative construction details in relation to functional elements of the design.
- Proficient in the use of computers to include Microsoft Project, Word and Excel. Proficiency in any other software relevant to the construction industry would be an asset.
- Strong numeracy management and analytical skills
- Good interpersonal and communication skills
- Project Management Training would be desirable

SITE ENGINEER / PROJECT MANAGER

The **Site Engineer/Project Manager** provides support in the implementation of housing development projects in keeping with government regulatory requirement in Jamaica.

Education, Specialized Techniques, Skills and Experience

- Bachelor of Science degree in Engineering/Construction Management;
- Certificate in Project Management; (PMP certification)
- 5 years' experience in the Construction Industry;
- Sound knowledge of GOJ procurement guidelines and processes;
- Excellent knowledge of contract administration (FIDIC, CIC, JIC, Etc.);
- Knowledge of Housing NRCA Town and Planning Act;
- Computer proficiency and excellent knowledge of Project Management;
- Excellent communication skills;
- Excellent planning and organizing skills.

Applications and resumes should be sent to hrd@hajl.gov.jm no later than **Friday March 23, 2018**, addressed to:

Attention: The Senior Manager
Human Resources and Administration
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

HAJ thanks all applicants for their interest; however, only those short listed for an interview will be contacted.