Competition Commission of Pakistan

JOB DESCRIPTION FOR QUANTITY SURVEYOR (PPS-7)

Qualification & Experience: Diploma in Associate Engineering (Civil) (or equivalent) with a minimum of 10 years of relevant post-qualification experience in building/infrastructure project management, demonstrating this requirement through progressively responsible roles in planning & coordination, technical review, QA/QC oversight, and execution of multi-package civil/E&M projects.

i. Assist the Project Director, the Assistant Project Manager, and the Project Engineer MEP regarding costing of the relevant components of their respective packages and scope

ii. Scrutinize and verify Interim Payment Certificates (IPCs) as submitted to the Employer (i.e., the IPCs) against drawings, specifications, the priced BOQ and actual work executed at site — including joint measurements before recommendation of payment.

iii. Maintain and check measurement books / M-books and measurement sheets, and keep a record of the Employer-side verification of each IPC processed.

iv. Verify quantities of work done, materials on site, and deductions (retention, advance recovery, LDs, price adjustments) before recommending payment to the Project Director

v. Check variations: quantity take-offs, pricing against BOQ rates, and cost implications of design changes

vi. Assist in financial monitoring, cost-to-complete forecasts, cash-flow and expenditure tracking against PC-I.

vii. Maintain the procurement/cost record for Package-II (HVAC) and Package-III (Lifts) tenders— comparative statements, bid evaluation cost records, and contract cost records

viii. Scrutinize EOT and claims submissions for their time and cost implications in coordination with the Consultant

ix. Assist at final measurement, final account, and handing-over/taking-over, including as-built quantity reconciliation

x. Any other duty assigned by the Project Director, Assistant Project Manager and Project Engineer MEP regarding costing and quantities.