



Airport & Aviation Services (Sri Lanka) (Private) Limited



**We are looking for highly motivated individuals with right attitudes
to fill the following vacancy**

Post of Technical Officer (Quantity Surveying)

- 01. Job Scope** : • Taking of quantities, maintaining accuracy and following standard method of measurement (SLS 573, SMM7, CESMM3)
• Cost estimation, maintaining accuracy and updating price data base with market conditions.
• Maintaining confidentiality of the tendering process.
• Following CIDA, NPA and other relevant GOSL guidelines when preparation of bidding document, contract document, interim payment certificate & final payment certificates.
• Serve in Technical Evaluation Committees
• Project cost analysis maintaining project cost within the budget.
- 02. Key Responsibilities** : • Preparation of preliminary estimate and assisting with feasibility studies.
• Taking off quantities of building projects according to the SLS573 & SMM7, and other civil Engineering works according to CESMM3.
• Preparation of BOQ's, pricing based on BSR, HSR, Civil Engineering Norms, actual work studies and ICTAD specification.
• Preparation of price fluctuation input percentages for price fluctuation formula published by CIDA and price fluctuation forecasts for projects.
• Preparation of bidding documents using SBD forms published by CIDA and International bidding using FIDIC forms.
• Checking of contractor's application for interim valuation, taking site measurements with contractor's QS and preparation of payment certificates to relevant condition of contract.
• Evaluation of variation, prepare rate analysis/comparison break down and drafting approval letter for variation order.
• Preparation of material, labour and plant schedules for direct works.
• Supervision of the direct labour work and order material for sites (raising of SR's & PR's) in urgent works.

- Maintaining the technical and financial information and records relevant to the site works.
- Carrying out surveying and leveling works to quantitative the work items using level machine, Theodolite & GPS.
- Serve in technical evaluation committees.
- Participation for the tender opening, pre bid meetings and preparation of draft meeting minutes.
- Attend to meetings with contractors for contractual matters and negotiations.
- Coordinate with other departments and officers for details and clarifications.
- Construction Site Supervision when carrying out special construction works assigned to division.
- Maintain records of site physical progress and financial progress.
- Assisting Asst. Eng. (QS), Eng. (QS) and Engineers as per the requirement and details.
- Assist to continuation of Juniors' work in their absence and providing guidance to juniors.
- Carrying out works associated with ERP system.
- Any other works assigned by the HOD to meet skills.

03. Qualifications

- : a. The National Diploma in Technology in the Civil Engineering with Quantity Surveying as a Component or a subject, awarded by the University of Moratuwa

OR

- b. The Higher National Diploma in Engineering in the Civil Engineering with Quantity Surveying as a Component or a subject, awarded by the Advanced Technological Institute

OR

- c. The National Diploma in Engineering Science in the Civil Engineering with Quantity Surveying as a Component or a subject, awarded by the Institute of Engineering Technology

OR

- d. Diploma in Technology in the Civil Engineering with Quantity Surveying as a Component or a subject, awarded by the Open University of Sri Lanka

OR

- e. Technician Certificate, Technician Diploma & Advanced Technician Diploma (Part I & Part II of Old Syllabus + 4 years post qualifying experience) in Quantity Surveying field of City & Guilds London Examination

AND

- f. Should possess a minimum of three (03) years' post qualifying experience in the relevant field in a reputed organization (03 years' of work experience should be acquired from the date of one of the above qualifications awarded)

- 04. Age** : Should be below 35 years on the closing date for applications
- 05. Salary** : The remuneration package offered will be attractive. In addition the selectee will receive attractive fringe benefits.
- 06. Method of Selection** : By a written test and an interview.

General

The selected candidate will have to perform duties at any Airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience please send in your resume prepared according to the specimen application given in our Website with copies of the relevant certificates to the following address on or before **October 23, 2023 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

Please note that the applications without copies of the relevant certificates and/or forwarded in other modes and/or not in accordance with the specimen given on our Website will be rejected.

Please note that only qualified candidates will be notified at all stages of the selection process.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**

Advertised on 11/10/2023