

The Foundation for Medical Services is seeking to recruit **Quantity Surveyor** who shall form part of the Foundation for Medical Services Team.

Jobsplus Permit Number: 130/2020

Quantity Surveyor

Position: Quantity Surveyor

Reports to: Head of QS FMS / QS Manager / FMS CEO or their named delegate/s

Main Objective of the Position

Provides comprehensive quantity surveying and commercial support to project teams throughout the project lifecycle, including procurement of works, goods and services, preparation of tender and contract documentation, cost estimates, Bills of Quantities and rate build-ups. Assists in contract administration, evaluation of variations, claims and disputes, while monitoring contractor performance, resources and deliverables. Participates in quality control and assurance processes, prepares and verifies interim and final payment certificates, manages commercial budgets and contributes to risk mitigation to ensure projects are delivered in accordance with corporate standards, contractual requirements and financial objectives.

Main duties and responsibilities:

- Provides all necessary assistance to all the Project Team in the procurement of works, goods or services such as site surveying work of both cadastral and level nature. Rates for variation orders and other change-order negotiations;
- Assists the Project Team and the QS Manager in claim disputes and provides change request analysis, delay impact and claims evaluation;
- Provides assistance in the preparation of tender/contract documents, including Bills of Quantities. Cost Estimates and Rate Build – Ups, as required.
- Participates in Architecture and Civil Engineering quality control meetings with consultants and contractors.
- Site Measure, preparation and verification of Interim and final payments certificates.
- Carries out activities of monitoring and reporting on resources allocated by contractors as well as the execution of their responsibilities.
- Assists in the reviews of deliverables prepared by each contractor before their acceptance.
- Effectively applies corporate methodology and enforces corporate projects standards.
- Assists in the preparation of quality assurance procedures and facilitates quality reviews.
- Minimizes corporate financial exposure and risk on project.
- Construct unit cost rate build up as necessary to arrive at a BOQ star rate.

- Assist in dispute/ resolution / Settlement of contractor's claims with the support of the relevant technical stream within the FMS and legal advisor.
- Manage the expenditure of the commercial budget with the support of the technical team and the accounts manager.
- Write necessary reports.
- Any other duties as may be assigned by Employer.

Eligibility Requirements

By the closing date and time of this call for applications, applicants must be:

Criteria for Quantity Surveyor

- Graduates in possession of a BTEC National Diploma in Quantity Surveying at MQF Level 4 or equivalent.
- Apprenticeship experience in QS will be **considered as an asset**

Type of Contract and Salary Range:

Contract Type: Indefinite contract with 6 months probationary period

Salary: An attractive salary package including allowances is being offered with this position

Interested persons are to submit their application together with the below documents:

- Application Letter
- An updated C.V.
- Two reference letters from previous employers
- Police Conduct Certificate (obtained within the last six months)
- Copy of the relevant qualification certificates. (*Applicants in possession of a foreign qualification need to submit a recognition statement from the Malta Qualifications Recognition Information Centre*)

Interested persons are to submit their application to The Head of Human Resources, Foundation for Medical Services, Gattard House, 3rd Floor, National Road, Blata l-Bajda HMR 9010 or via email on fmsshr@gov.mt

Applications should reach the HR Department by not later than the 24th July 2026.