

The Foundation for Medical Services is seeking to recruit a **Quantity Surveyor** to form part of its 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**

- Providing 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
- Assisting the Project Team and the QS Manager in claim disputes and providing change request analysis, delay impact and claims evaluation
- Assisting in the preparation of tender/contract documents, including bills of quantities, cost estimates and rate build-ups, as required

- Participating in Architecture and Civil Engineering quality control meetings with consultants and contractors
- Site Measurement, preparation and verification of Interim and final payments certificates
- Monitoring and reporting on resources allocated by contractors as well as the execution of their responsibilities
- Assisting in the reviews of deliverables prepared by each contractor before their acceptance
- Effectively applying corporate methodology and enforces corporate projects standards
- Assisting in the preparation of quality assurance procedures and facilitating quality reviews
- Minimising corporate financial exposure and risk on project
- Constructing unit cost rate build up as necessary to arrive at a BOQ star rate
- Assisting in dispute/resolution/settlement of contractor's claims with the support of the relevant technical stream within the FMS and legal advisor
- Managing the expenditure of the commercial budget with the support of the technical team and the accounts manager
- Writing 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:

- Graduates in possession of a BTEC National Diploma in Quantity Surveying at MQF Level 4 or equivalent
- Apprenticeship experience in QS will be **considered 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, 3<sup>rd</sup> Floor, National Road, Blata l-Bajda HMR 9010 or via email on [fmshr@gov.mt](mailto:fmshr@gov.mt)

**Applications should reach the HR Department by no later than the 25<sup>th</sup> of September 2026.**