

TERMS OF REFERENCE PMO/MPW

Post Title:	Senior Quantity/ Cost Eng. Specialist
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade B)
Work hours	Full time
Vacancy No	MPW/PMO/HR-005
Date of announcement	31 January 2021
Closing Date	13 February 2021
Gender	Male/Female

1.0 Background

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

2.0 Job Description

The Senior Costing and Estimation Engineer works under the guidance of the Team Leader with technical guidance. The Senior Costing and or Estimation Engineer will prepare an up to date unit rate analysis for civil works, participate in designs and technical documentation produced by the Design Team, and specifically designs and reviews drawings, specifications and work methodologies according to AASHTO, ANSA and MPW Design standards to ensure most economically efficient design sections and materials are adopted.

Specific responsibilities will include but are not limited to:

- Responsible for reviewing the plans and specifications on projects, prepared by technical team, and creating the final detail takeoff or Bill of Quantities (BoQ) required for construction in line with the design and technical specifications requirements for completeness and accuracy.

- Confer with members of the design and engineering team or design consultant to conduct research to determine project requirements/scope of work.
- Conduct reviews of BoQs/Cost Estimates prepared by other members of the PMO team or by contractors for accuracy.
- Obtain –material and construction prices for cost estimation, develop and maintain necessary systems to ensure delivery of required cost estimations quickly and accurately.
- Determine accurate cost estimations for complex Pay-items
- Coordinate with material/Pavement engineers regarding the type of material during costing and unit rate analysis
- Provide Cost Estimates on potential change orders, and changes in scope;
- Support Contract Management Unit in negotiating change orders with contractors.
- Create and maintain an accurate Cost Estimating database of unit prices for road and bridge works
- Update the estimation database based on feedback from contract, and other units within MPW.
- Perform cost comparisons and advise the most efficient combination of cost.
- Perform any other duty in line with these ToR's as directed by Team Leader/ program director.
- Conducting site visits to collect and update Cost/Estimation relevant data.
- Regular site visits as directed by Program director of PMO.
- Review the submitted IPCs of the projects and check the performed quantity and cost based on the original contract BoQ.
- Should have practical skill in the cost breakdown of project activity and obtain the appropriate price for the project.
- Should have practical skill in the rate analysis of project activities.
- Travel to the project site and measurement the completed activities and obtain the actual quantity.
- Review the method of measurement for each activity in the specification and modify the method of measurement.
- Review the relevant part of specification of project and bring the appropriate changes.
- Should have practical skill in the preparation of project BoQ.
- Should have practical skill in the preparation and finalizing of variation order of the projects.
- Should have practical skill in the measurement, cost estimation, cost Breakdown and cut fill quantity of highway.
- Should have practical skill in the measurement, cost estimation, cost Breakdown of concrete bridge, PSC bridges, Culverts, End Structure of Culvert, Stone masonry/RCC Retaining Wall, etc.
- Should have practical skill in the highway project cost estimation.
- Should have practical skill in the usage of AutoCAD.
- Any other task assigned by team leader/ program director.

3.0 Job Requirements:

The interested candidate should possess preferably a Master degree in Civil Engineering with specialization in Highway constructions, having 5 years' experience in the Quantity & Cost Estimation, and Bachelor Degree in Civil Engineering with 7 years, preferably in a similar position handling Quantity & Cost Estimation in road /bridge construction projects, with good written and oral communication skills in English, Pashto and Dari.

- At least 5 years' relevant experience in Quantity & Cost Estimation of large-scale infrastructure projects.
- Professional familiarity with the International and National Highway Norms & Standards required

4.1 Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior Quantity/ Cost Eng. Specialist – MPW/PMO/HR-005) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at pmo.recruitment@gmail.com with a copy to adbafrm@adb.org, without mentioning the position title/vacancy number your application may not be considered. Application received after 13 February 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

pmo.recruitment@gmail.com