

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MISE		
2. Position Title: Estimator	3. Salary Level: L 9-7	4. Division: Cost Planning Division
5. Reports To: Principal Cost Engineer	6. Direct Reports: Senior Cost Engineer	
Primary Objective of the Position: To ease the loads of estimation work for CPU and to assist the Cost Engineer in the cross checking of completed estimates done by Estimators		
7. Position Overview: compiling accurate of cost estimates for a construction or manufacturing project and handed to Cost Engineer Technologist		
9. Financial: N/A	10. Legal: Kiribati National Conditions of Service 2012, Building Act 2006 and National Building Code of Kiribati,	
11. Internal Stakeholders: i. Supervisor ii. Colleague/Estimators	12. External Stakeholders: i. Public and Private Clients ii. Building Contractor iii. Donors of building projects iv. Suppliers of building materials	
13. To be referred to Manager: i. Completed boq and take-off ii. Completed Preliminary and Elemental Estimate iii. Any assessed claims for contracted works to be checked by Cost Engineer for approval	14. Without Referral to Manager i. Same as # 13. ii.	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Assigned bill of quantities for building projects	1 Preparation of assigned Bills of Quantities for all building projects	Documentation of the number of completed boq

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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Assigned preliminary estimates for early budgeting of building projects	1. Preparation of assigned Preliminary estimates for all building projects at the early stage of funding	Documentation of records for any completed preliminary estimates
Cross checking of completed estimates done by Estimators.	1 Assist in the cross checking of completed estimates done by estimators prior to submission to the Cost Engineer	Documentation of records for each revised and completed estimates
Update of cost database to aligned with market conditions.	1 Assist the Cost Engineer for updating cost database when required.	Documentation of records for each revised and completed estimates

16. Key Challenges	17. Selection Criteria
<p>Key challenges of the post are:</p> <ol style="list-style-type: none"> 1. Enable to undertake site inspections when required. 2. Enable to work on Outer Islands when required. 3. Enable to work at odd hours as and when required. 4. To perform other related duties assigned from time to time. 	<p>17.1 PQR (Position Qualification Requirement): Education: Certificate/post-trade qualification in Quantity Surveying with 10 years of experience in measurement skills and cost planning. Experience: : 10 years of experience in measurement skills and cost planning Job Training: : Prerequisite:</p> <p>17.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> • Understand English Language • Computer literate especially Microsoft Office programs, Excel spreadsheet and cubit estimation program • Good knowledge of construction maths. <p>Skills:</p> <ul style="list-style-type: none"> • Understand to read working drawings.

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	<ul style="list-style-type: none">• Good knowledge in construction maths, and building services and construction knowledge. <p>Attributes</p> <ul style="list-style-type: none">• Teamwork
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