



City of Johannesburg  
Johannesburg Development Agency

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[www.joburg.org.za](http://www.joburg.org.za)

### EXCITING AND CHALLENGING POSITION

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

## QUANTITY SURVEYOR D3 SALARY SCALE R1 018 884.00 – R1 528 326.00

**Purpose of the position:** Manages the key performance areas and result indicators associated with maintaining efficiency in the procurement and construction phase through the provision of a professional Quantity Surveying management consultancy service encompassing implementation of technical procedural applications that support effective and reliable cost management valuation and estimating of Architectural Projects and contributes towards achieving value for money from investing in buildings.

**Key Responsibilities: Project Planning and Programming-** Identify items that may affect the project costing and feasibility. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the Departments Business and Strategic Plans. Oversee the preparation of tender and contract documents, including bills of quantities. Analyse costs for tenders against the available budget. Undertake costs analysis for upgrades and refurbishments. Oversee the establishment of project requirements and undertaking of feasibility studies. Advise management on procurement strategy. Participate in the development of industry/sector benchmarks. Provide 'Order of Magnitude' costs for construction projects. Manage the refinement, monitoring, and control costs during design development. Prepare pre-tender estimates. Manage the preparation of contract documentation. Coordination with the design team for analysing architectural and service drawings.

**Contract Management** • Measure, value and recommend variation approvals. • Provide advice to Project Staff on contractual matters. • Oversee the appointment and management of sub-contractors. • Develop annual project budgets in conjunction with the Programme Manager. • Ensure accurate and correct monthly cost reporting by Professional Consultants. • Conduct regular site visits. • Attend site meetings with project staff. • Perform risk and value management and cost control. • Analyse outcomes and write detailed progress reports. • Value completed work and make recommendations for payments. • Understand and monitor the implications of health and safety regulations. • Identify, analyze, and develop responses to commercial risks. **Cost estimation and BOQ management** • Carry out monthly valuations of work in progress, including forecasting final costs. • Prepare and monitor project cash-flow forecasts. • Responsible for the development of Bills of Estimates for the purposes of project costing. • Responsible for the review and technical advisory on BOQs from potential service providers/bidders. • Preparing BOQ (bill of quantities) by studying specification sheets from the sales team. • Identifying gaps between BOQ and drawings, specifications and conditions of the contract and taking it for a logical closure. • Monitor and control costs throughout the project, identifying cost-saving opportunities. **Stakeholder Management and reporting.** • Account and provide feedback to the EM: DPF on all construction activities on various project planning and active sites. • Meet regularly with the contractors, and all agents to monitor and coordinate all phases of the construction project. • Attend monthly departmental meetings and provide feedback on project costs and related matters. **Research and Development.** • Keeping abreast with new directions, recent trends, and potential advances in the design and construction impacting and influencing the building procurement phase. • Presenting a conceptual framework of current and future interventions necessary to achieve acceptable cost-effective construction standards to the Built Environment committees for consideration and inclusion into the JDA's short/long-term performance and service delivery plans. • Conduct feasibility studies and value engineering exercises.

#### Education and Experience:

- Minimum Grade 12/ Senior Certificate
- Minimum Post Graduate qualification in Quantity Surveying NQF Level 8 or Project Quantity Surveying and Project Management qualifications and relevant experience will be advantageous.
- A Professional registration with SACQSP as a Pr. QS or Registered QS/ Construction PM
- A Master's degree will be an advantage.
- Certificate in MFMA Programme, Finance for Non-Finance. Managers, or Project Finance, will be an added advantage.
- Minimum of 5 years post-qualification experience, preferably in a construction contracting environment.
- Code EB Driver's License
- Knowledge of Construction sector legislation, Construction Design and Construction Techniques, Sound knowledge of best practices within the construction industry, Construction management and Monitoring, CIDB, Construction Contract regulations Best Practices, Quantity Surveying Profession Act, Knowledge of health and safety regulations and environmental standards, Familiarity with contract law and construction contracts.

### Building a better city

Directors  
J Maputla (Chairperson) T Mathibe (CEO) S Mpakama (CFO) D Oliphant M Mokoena M Ntanga M Ramonyai V Hlongwa S Masiza T Nawane B Molelekeng N Veyi T Sibeko  
T Msane (Company Secretary)  
Registration Number: 2001/005101/07

Closing date: 12 Dec 2025

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/176kZZqIERVOuOB-7PPC5twew554>

This is a permanent employment contract. JDA offers a market-related salary commensurate with qualifications and experience. Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

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