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Preliminaries and site management

by Angelo Xuereb, president of the Federation of Building Contractors, Malta



very important.

At this point in time – or possibly earlier – both the contractor and the client should have their own project manager, often an architect, to advise on the preliminaries. If miscalculated these could not only land the contractor with a deficit on the job but the preliminaries could be a source of dispute between the two parties, with the project ending in the doldrums.

An accountable project manager on the client's side would advise to have the individual items listed and valued under the preliminaries clause, thus facilitating an easier and more transparent adjudication process. This not only helps in the cost comparison but also identifies the more professional contractor. A set of 'as-built' drawings, is normally included with the preliminaries. (These will soon be mandatory under the upcoming new building regulations.)

On the contractor's side a responsible project manager should identify any potential site problems that would entail greater attention – such as health and safety issues, security, etc. These should be well priced – and not undercut – possibly justified with a brief explanation. This is one underlying cue for a successful bidder.

It is most unfair to adjudicate the best offer on preliminary items. Preliminary items should be valued and costed by the developer. These costs should be fixed in the BOQ (bills of quantity), meaning that each bidder would have these costs equal and the competition would rely on the actual construction items.

This eliminates the risk that the so-called cowboy contractors avoid pricing these items, thereby risking that they will not be implemented at all.

Site management

When the services of sub-contractors are sought, it is even more important to seek the services of a full-time, site-specific project manager, ensuring co-ordination between similar or different trades on a programme. A hierarchy of management and communication of orders needs to be established through an organogram (organisation chart) to avoid delays and con-

fusion from conflicting orders: One ship, one captain.

FIDIC's own design and build document (orange book) clause 4.3 establishes the importance of the contractor's representative on site: "The contractor's representative

shall dedicate his whole time to directing the preparation of the construction documents and full execution of works. Whenever the contractor's representative is to be absent from site, a suitable replacement person shall be

appointed, and the employer's representative shall be notified accordingly."

Therefore this goes to emphasise the importance of the project

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RECRUITMENT

Our client, Auto Sales Limited – Kind's, a leading importer of automobiles, with a diversified portfolio of brands is seeking to recruit the following personnel to strengthen its operations



Service Receptionist

Due to expansion we are seeking to employ a trainee Service Receptionist for our After Sales department. This is a high customer contact job that, briefly, entails making reservations for customers, accepting vehicles, tracking their progress, and returning them to their owners.

We are looking for a person who is

- Courteous, outgoing and smart
- Happy and at ease serving customers
- Able to work under pressure and to tight deadlines
- Educated at least up to Advanced level
- Comfortable with technology and trainable in vehicle technology

Applicants with experience in demanding reception environments are likely to be given preference.

Body Shop Supervisor/Estimator

The selected candidate would be responsible to lead a team of technical people to attain set objectives, liaise with surveyors and coordinate with the stores to ensure the availability of materials.

The ideal candidate would have proven skills in panel beating and body spray technology as well as several years experience in a supervisory role preferably in a body shop environment. The ability to meet deadlines and motivate people are also important for this position.

Interested persons are requested to send an application, together with a detailed CV, by Monday 24th November, 2003. All applications shall be acknowledged after closing date, and treated in strictest confidence.

Please quote reference number R06411/03 on both your letter and envelope and address to Josef Said.

Regency House, 3rd Floor, Republic Str., Valletta VLT 04. Tel: 2122 0303, 2123 9683 Fax: 2124 7512 E-Mail: recruitment@miscomalta.com Website: www.miscomalta.com



Client-Architect-Contractor: three in one

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manager's co-ordination role in tandem with the client's project manager. Most local contractors are already well organised in this respect, making them more eligible for selective tendering, particularly in the private sector.

A different case scenario may arise when the client/developer is the contractor. (He may naturally appear in his personal capacity or o.b.o. one of his companies). The project manager is now even more important. There is a greater need to control and regulate, to self-manage resources and ensure adhesion to planning permission and standing legislation related to health and safety and building regulations in force.

Valuation

Finally if a project is expected to attain a smooth implementation, preliminary items should be valued by developers to achieve a better level playing field to bidders and it would be at the discretion of the developer to increase or decrease these elements of risk. The role of the project manager should go beyond programming, cost and quality control. It should also extrapolate into promoting a healthy working relationship between the architect, the client and the contractor treating all three on equal grounds.

All our life is full of projects ranging from planning a year's workload to planning a wedding. Projects, when taken as a challenge, enrich our life's endeavours in both work and social environments. Every project is therefore a building block – although each is unique, all practically undergo the same process, to build life's experience and wisdom.

The reward of completion is a self-fulfilling achievement in its own right, or as is often said: "nothing ventured, nothing gained"; and "the first reward of a thing well done is to have done it!"

CLASSIFIED ADVERTS

Opening hours

Classified adverts for inclusion in *The Times* and *The Sunday Times* may be booked at 341, St Paul Street, Valletta, during the following winter hours:

Monday to Friday

8 a.m. – 12.30 p.m.
1.45 p.m. – 4.30 p.m.

career opportunities

PHARMAMED

A PHARMACO GROUP COMPANY

Pharmamed Limited, is a subsidiary of the Pharmaco Group of Companies who, dynamically, on an international scale specialise in the development, manufacturing and sale of high quality generic pharmaceutical products. We regard our people as our most valuable asset. Our expertise and production capacity enable us to admirably compete with some of the world's largest producers of generic pharmaceuticals. The Group being one of the fastest growing pharmaceutical Companies in Europe, has operations in over 14 countries, and a workforce in excess of 6,000 employees. We are able to offer our new recruits secure and progressive careers.

Due to the expansion of our activities, the following career opportunities are now available:

QUALITY ASSURANCE OFFICER

Reporting to the Quality Assurance Manager candidates will be assisting with the co-ordination, implementation and maintenance of quality systems in line with EU GMP requirements in the following areas: Internal and External audits, approval of suppliers, process and review systems documentation, collect/investigate and review GMP related data/issues, etc. Potential candidates will ideally have a first degree in a Pharmacy or Science discipline. Previous experience in a pharmaceutical manufacturing environment would be advantageous, although training will be provided.

LABORATORY ANALYST [Development]

Reporting to the Analytical Laboratory Manager and forming part of the Analytical Laboratory team. Candidates will be expected to be Qualified to degree level, preferably in Chemistry, Analytical Chemistry or a Health Care subject. New graduates who have relevant qualifications may be considered. Previous experience in laboratory work or quality control would be advantageous, though full training will be provided.

LABORATORY ANALYST [Analytical Services]

Forming part of the Analytical Services team this position involves testing pharmaceutical products at various stages of manufacture, utilising automated analytical instruments ensuring compliance to the required standards of quality. Candidates should hold a Diploma in Medical Laboratory Technology, or 3 'A' levels [2 of which must be in a Science subject], and must be a good team player. Previous experience within a laboratory or QC environment will be considered an asset, although full training will be provided. The post may require holders to work on a two-shift/day basis.

ENGINEERING TECHNICIAN

Answering to the Engineering Supervisor incumbents will be involved in performing preventive maintenance, including trouble shooting mechanical/technical problems, on machinery and equipment within a controlled environment. Applicants should hold one of the following qualifications: HTD in Mechanical or Electrical Engineering, Fellenberg Full Tech. Certificate in Industrial Electronics, City and Guilds Certificates Part I, II & III in Electronics Servicing or equivalent. Proficiency in computer based software applications, together with good keyboard skills, and fluency in English are also required. The successful applicant will be self-motivated, able to work unsupervised, with a common sense approach in handling problematic situations. Applicants will be expected to work on a three shift basis.

Applications accompanied by a detailed C.V. should be forwarded to the following address, by no later than 21st November 2003:

**The Human Resources Department
Pharmamed Limited
B16 Bulebel Industrial Estate • Zejtun ZTN 08**

**Tel. +356 2169 3533 • Fax +356 2169 3604
email: recruit@pharmamed.com.mt
www.pharmamed.com.mt**