

## **TERMS OF REFERENCE (ToRs)**

### **POSITION: SENIOR QUANTITY SURVEYOR**

#### **About CEC Ltd**

Century Engineering Contractors Ltd (CEC Ltd) is a pioneering Civil Engineering and Electromechanical Contractor known for its expertise in Power Generation Infrastructure Projects, Power Transmission and Distribution Projects, Real Estates, Affordable Housing & Community Development Projects, Water Supply and Sanitation Projects, as well as Marine and Civil Construction related Works.

#### **1. Background**

The Company seeks to engage a **Senior Quantity Surveyor** to manage project cost control, measurement, valuation, and financial reporting to ensure cost-effective project delivery.

#### **2. Position Details**

- **Position Title:** Senior Quantity Surveyor
- **Reporting to:** Commercial Manager / Project Manager
- **Duty Station:** Head Office and/or Project Site(s)
- **Contract Type:** Fixed-term / Project-based

#### **3. Purpose of the Position**

The Senior Quantity Surveyor shall be responsible for overseeing all commercial and financial aspects of construction projects, including budgeting, cost monitoring, and contract administration.

#### **4. Scope of Work / Key Responsibilities**

- Prepare detailed cost estimates, budgets, and cash flow forecasts.
- Prepare and review Bills of Quantities (BOQs) and tender documents.
- Measure works executed and prepare interim payment certificates.
- Monitor and control project costs to ensure budget compliance.
- Evaluate variations, claims, and final accounts.
- Verify subcontractors' measurements and payment claims.
- Provide regular cost and financial reports to management.
- Ensure compliance with contract conditions and procurement procedures.
- Participate in negotiations with clients, consultants, and subcontractors.



## 5. Deliverables

- Approved BOQs and cost estimates
- Interim payment certificates
- Monthly cost control and financial reports
- Final accounts and project cost summaries

## 6. Qualifications and Experience

- At least Bachelor's Degree in Quantity Surveying, Construction Management or related.
- Professional registration is an added advantage.
- Minimum **7 years** of relevant experience in construction projects.

## 7. Required Skills and Competencies

- Strong numerical and analytical skills
- Proficiency in Excel and QS software (CostX, Planswift, or similar)
- Good knowledge of FIDIC or similar contract forms
- Strong negotiation and communication skills.

### How to Apply

Interested candidates are invited to submit their CV/resumes and cover letters to [guwera@epcafrica.com](mailto:guwera@epcafrica.com); [jdushimimana@epcafrica.com](mailto:jdushimimana@epcafrica.com); [skagorora@epcafrica.com](mailto:skagorora@epcafrica.com) , Please include "**Senior Quantity Surveyor**" in the subject line.

**Application deadline:** 27<sup>th</sup> January, 2026

Any candidate who will be selected should be on board February 2026.

Only shortlisted candidates shall be contacted for further Tests.

Approved by Management

Nicolas KALISA  
Managing Director

