

TERMS OF REFERENCE (ToRs)

POSITION: SENIOR FOREMAN

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 requires the services of a **Senior Foreman** to supervise and coordinate construction activities on site, ensuring that works are executed efficiently, safely, and in accordance with approved drawings, specifications, and project schedules.

2. Position Details

- **Position Title:** Senior Foreman
- **Reporting to:** Senior Civil Engineer
- **Duty Station:** Kanombe Project Site
- **Contract Type:** Fixed-term / Project-based

3. Purpose of the Position

The Senior Foreman is responsible for overseeing daily construction operations on site, coordinating labour, equipment, and materials to achieve project objectives in terms of quality, safety, and productivity.

4. Scope of Work and Key Responsibilities

- Supervise and coordinate daily construction activities on site.
- Ensure works are carried out in accordance with approved drawings, technical specifications, and work schedules.
- Allocate and manage manpower, tools, equipment, and materials effectively.
- Monitor workmanship quality and enforce health, safety, and environmental regulations.

- Communicate daily work plans, instructions, and targets to foremen and site workers.
- Identify, report, and assist in resolving site challenges, delays, and risks.
- Maintain proper site organization, housekeeping, and discipline.
- Record daily site activities, manpower attendance, and progress achieved.
- Assist in site measurements and verification of completed works.
- Guide, supervise, and mentor junior foremen and skilled workers.

5. Deliverables

- Daily site activity and manpower attendance records
- Weekly progress and productivity reports
- Safety compliance and incident reports

6. Qualifications and Experience

- At least Diploma or Advanced Certificate in Civil Engineering, Construction, or a related field.
- Minimum of **7 Years** hands on experience in civil construction works, including at least **3 years** in a supervisory role.

7. Required Skills and Competencies

- Strong leadership and site supervision skills
- Ability to read and interpret construction drawings and specifications
- Good communication, coordination, and reporting skills
- Practical knowledge of construction methods, materials, and safety standards





A Member of EPC Africa Group

CENTURY ENGINEERING CONTRACTORS LTD

103.310.466

Plot #6A, KG436St Gacuriro, Gasabo District
PO Box: 855 Kigali - Rwanda

+250.786.420.337



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How to Apply

Interested candidates are invited to submit their CV/resumes and cover letters to
guwera@epcafrica.com; jdushimimana@epcafrica.com; skagorora@epcafrica.com

Please include "Senior Foreman" in the subject line.

Application deadline: 27th January, 2026

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

Only shortlisted candidates shall be contacted for further Tests.

Approved by Management:


Nicolas KALISA
Managing Director

