



COVENANT CONSTRUCTION SOLUTIONS LTD
Real Value for Your Money

Quantity Surveyors, Construction Project Managers

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Rebero Hill View Building, 1st Floor, opposite Karan Petrol Station

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Title: Quantity Surveying Professional Internship Opportunity

Covenant Construction Solutions (CCS) Ltd is a pioneering Professional Quantity Surveying firm in Rwanda dedicated to providing solutions related to financial (Costs), contractual and administrative aspects for various types of construction developments. Our office is located in Kigali, Kicukiro-Kigarama, , KK 35 Ave , Rebero Hill View Building, 1st Floor, Opposite Karan Fuel Station.

CCS Ltd provides professional quantity surveying, project management and construction valuation services including effective quantity measurement, cost estimation, Bills of Quantities (BoQs), construction valuation for financial and insurance institutions, tender documentation, contract administration, as well as technical advisory services for construction procurement and dispute resolutions.

Founded in 2019 , we work with various clients including, but not limited to, property developers, small, medium and large construction companies (subcontractors and main contractors) , homeowners, small, medium and large consulting firms (engineering and architectural companies) , financial & auditing organisations, insurance companies etc. At CCS Ltd, We strive to minimize the cost of your project by enhancing the value for your money.

Career Development

QUANTITY SURVEYING is a superb career for men and women who have the desire to involve themselves in the exciting world of construction and development. In a highly pressurised world of aspiring costs and large scale development, the role of the quantity surveyor is currently more vital than when the profession was originally established in England in 1785. CCS Ltd is therefore looking for young ,dynamic quantity Surveyors who are passionate about their career growth to join the QS team.

Position Summary

Purpose of the Assignment:The Professional QS Intern will assist CCS Ltd 's team in planning and management of construction costs , tendering as well as contract administration. The interns will support in accurate Quantity Take off, site measurements, collecting market price data as well as related reporting to ensure timely and accurate documentation of project.

Reports to: Senior Project Quantity Surveyor.



Key Responsibilities:

The Professional Quantity Surveying Intern will work under the supervision of a senior professional Quantity Surveyor registered under Rwanda Institute of Quantity Surveyors (RIQS). He/she shall provide support in the following core areas:

1. During construction Project Initiation stage

- ◇ Assist in developing clear project brief
- ◇ Attend the project initiation meetings
- ◇ Assist in advising on the need of other consultants and professional services required on project
- ◇ Assist in defining the consultant's scope of work and services
- ◇ Assist in advising on economic factors affecting the project
- ◇ Assist in advising on appropriate financial design criteria which may improve value
- ◇ Assist in Providing necessary information within the agreed scope of the project to other project consultants .
- ◇

2. During construction project Concept and Viability stage

- ◇ Assist in advising on efficient procurement strategy and policy for the project
- ◇ Assist in developing format/Templates and procedures for project cost control and reporting by the project team
- ◇ Assist in developing the project documentation programme with other consultants
- ◇ Attend and participate in the project design meetings with other consultants
- ◇ Assist in the review and evaluation of design concepts as well as assisting in advising on viability in conjunction with other consultants.
- ◇ Assist in receiving and recording relevant project data and cost estimates from other consultants .
- ◇ Assist in conducting audit for space allocation against the project brief
- ◇ Assist in Liaising , cooperating and providing necessary information to the client and other consultants.
- ◇ Assist in the preparation of preliminary project estimates of construction costs.
- ◇ Assist in the preparation of the project financial viability report required by the client

3. During construction project designs development stage

- ◇ Assist in reviewing the documentation programme with other design consultants



- ❖ Participate in the design and other consultants meetings
- ❖ Assist in Reviewing and evaluating the designs, outlining the technical project specifications and exercising cost control in conjunction with other consultants.
- ❖ Receive relevant data and cost estimates from other consultants or experts
- ❖ Assist in the preparation of detailed estimates of construction costs
- ❖ Participate in due assistance to the client financial viability report
- ❖ Assist in the preparation of schedule of areas, Gross floor areas, commenting on space allocation against the project brief
- ❖ Assist in Liaising, cooperating and providing necessary information to the client and other consultants.

4. During construction project documentation and procurement stage

- ❖ Assist other consultants in implementation of the procurement strategy for contractors
- ❖ Participate in the design and other consultants meetings
- ❖ Assist in the review of working documentation for compliance with the approved budget for construction and financial viability.
- ❖ Assist in the preparation of documentation for both principal/ main contractor and subcontractors procurement
- ❖ Contribute in calling of tenders and / or negotiating the prices /Rates
- ❖ Assist in the preparation financial evaluation of the tenders
- ❖ Assist with the preparation of contract documentation for signature

5. During project construction stage

- ❖ Attend the site handover to the contractor or Project kick off meetings
- ❖ Assist in the preparation of predicted cash flow for the project
- ❖ Assist in the preparation of proactive cost estimates for proposed variations for client decision making
- ❖ Assist in the preparation of contractual claims
- ❖ Assist in the establishment and maintaining a financial control system for the project as well as preparation of financial progress reports.
- ❖ Attend regular site, technical and progress meetings for construction projects
- ❖ Participate in adjudication and agreement of financial claims by the contractor (s)
- ❖ Assist in the preparation of valuation for payment certificates to be issued by the Lead consulting firm/ Principal agent
- ❖ Assist in the preparation of project financial reviews and forecasting the costs at completion required by the client or Financing institutions.
- ❖ Assist in the Preparation of final accounts for the construction works



6. During project close-out stage

- ✧ Assist in the preparation of the final payment certificates
- ✧ Assist in the Conclusion and agreement on the project final accounts
- ✧ Assist in the preparation of the project close-out reports

Qualifications and Experience

The ideal candidate should possess the following qualifications:

- ✧ Recently graduated with a degree or a diploma in Quantity Surveying or Building Economics.
- ✧ Be Rwandan by Nationality
- ✧ Strong analytical skills, quantity take off, site measurement including proficiency in Ms Excel. Having knowledge in other QS softwares such as Planswift, Cost X, Primus Take off, QS plus, WinQS, etc is a plus.
- ✧ Prior experience in cost management and valuation of construction works is a plus (internship, volunteer, or job).
- ✧ Having contributed to the development of the QS profession as an active member of the Rwanda Quantity Surveying Students Association (RQSSA) or Volunteering with the Rwanda Institute of Quantity Surveyors (RQSSA) is a plus .
- ✧ Good written and verbal communication skills, with the ability to present data clearly and concisely.
- ✧ Excellent organizational skills and attention to detail, particularly in cost data and reporting.
- ✧ Ability to work in a multicultural team and collaborate with various stakeholders.
 - High ethical standards, with a commitment to transparency and accountability in Professional Quantity Surveying practices.

How to Apply:

Interested candidates should submit a one-page cover letter, Internship motivation statement (Maximum 3 pages), ID, updated CV with contacts of three professional referees, and copies of qualification certificates to info@ccs.rw with a copy to ccslimited4@gmail.com . The email subject shall be "Professional Internship Opportunity – Quantity Surveying". The application shall be submitted Before October 25th, 2024, at 5 pm

Note: Late applications will not be accepted. Only short-listed candidates will be contacted for further assessment.

Signed By:

QS Frederic Nyaminani

Lead senior Quantity Surveyor & MD @ Covenant Construction Solutions (CCS) Ltd

