

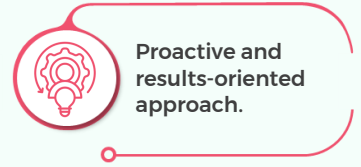
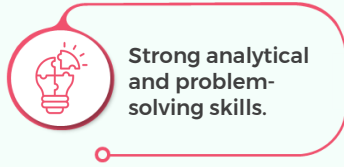
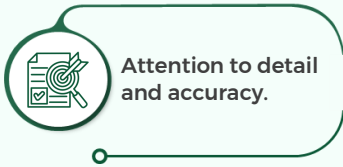


WE'RE HIRING

BID MANAGER (ACCOUNT MANAGEMENT)

We are looking for a candidate to join as a Bid Manager (Account Management). The Bid Manager (Account Manager) will be responsible for managing and overseeing the tendering process within the organization. The role is crucial in securing contracts and projects through competitive bidding.

THE IDEAL CANDIDATE WILL BE:



KEY RESPONSIBILITIES WILL INCLUDE:

Tender Management:

- Lead the preparation, compilation, and submission of tenders and proposals.
- Ensure all tender documents are complete, accurate, and comply with client requirements and company standards.
- Coordinate and manage the entire tender process from initial inquiry to final submission.

Team Coordination:

- Collaborate with various departments (e.g., finance, legal, operations, marketing) to gather necessary information and inputs for tender submissions.
- Manage a team of bid writers, coordinators, and other support staff.

Market Analysis:

- Conduct market research to identify potential tender opportunities.
- Analyse tender specifications and requirements to assess feasibility and profitability.

Strategy Development:

- Develop and implement bid strategies that align with company goals and objectives.
- Identify key differentiators and competitive advantages for each bid.

Compliance and Risk Management:

- Ensure all tender submissions comply with relevant laws, regulations, and standards.
- Identify and mitigate potential risks associated with tender submissions.

KEY RESPONSIBILITIES WILL INCLUDE:

Documentation and Record Keeping:

- Maintain accurate and up-to-date records of all tender activities.
- Develop templates and standard documentation for tender submissions.

Client Interaction:

- Liaise with clients to clarify requirements and respond to inquiries.
- Present bids and proposals to clients and participate in post-tender negotiations.

Performance Analysis:

- Monitor and evaluate the success rate of submitted tenders.
- Provide feedback and recommendations for improving the tendering process.
- Scanning the market for applicable and relevant bids on all platforms.
- Acting as secretariat for the Bid Committee, ensuring meetings are set up regularly, minutes are taken and action items are implemented timeously.
- Keeping a database of bid related information and statistics.
- Ensuring that the company actively participates in bids where it has been appointed as a panel member.
- Ensuring effective stakeholder communication including following up on the correctness of submissions, ensuring outstanding information is collated and submitted.

TO QUALIFY FOR THE ROLE, YOU MUST HAVE:

- Bachelor's degree in business administration, Management, Engineering, or a related field or equivalent.
- Minimum of 5-10 years of experience in tender management, bid management, or a related role.
- Strong understanding of tendering processes, procurement regulations, and contract management.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills.
- Proficiency in MS Office Suite and tender management software.
- Ability to work under pressure and meet tight deadlines.

WORKING CONDITIONS:



Office-based with occasional travel to client sites and industry events.

May require extended hours to meet tender deadlines.



The successful candidate for this position will enjoy working with a market leading team in the infrastructure financing and advisory industry, and work on the redevelopment of South Africa's core infrastructure.

APPLICATION DETAILS:

Applications must be sent to: careers@mahlako.co.za

Only shortlisted candidates will be contacted.