

**PEGASYS** is a strategy and management consultancy driving developmental impact in emerging economies. We work in highly complex and dynamic environments, in the public and private sector spaces, and have differentiated ourselves as an innovative, principled and trusted advisor to clients across Africa and the world.

## Bid Coordinator

The Bid Coordinator takes responsibility for the compilation and submission of bids (tenders), ensuring high quality, compliant and compelling submissions. The role includes liaising with technical personnel in bid formulation in alignment with business development priorities. This role reports to the Bid Manager.

- ✎ Full time position
- ✎ Location - Pretoria

### DUTIES AND RESPONSIBILITIES

*Will include but not be limited to:*

#### **Bid Development:**

- Coordinating collection of tender and attend bid briefing session and delivery of submission of bids.
- Analysing tender documents to ensure all necessary mandatory information is included.
- Flagging any potential risks or compliance issues.
- Coordinating bid kick-off and check-in meetings.
- Ensuring that the bid development process is followed, and correct templates are used.
- Supporting the submission of bid documents, in accordance with company standards and in collaboration with bid team.
- Engaging with various external stakeholders, other departments and levels of management.
- Ensuring that bid documents are completed within the stipulated timeframes and deadlines.

#### **Bid Administration:**

- Maintaining bid database & bid information for easy use by internal staff.
- Consistent tracking of bids & proposals on the company bid tracking database.
- Co-ordinating the application process for registration with clients / vendor and database registrations.
- Consistent follow-up consistently with clients on bid evaluation outcomes and bid de-briefings.
- Providing weekly/monthly reports on bids, as required.
- Stay up-to-date with relevant bid and supply chain processes.



## **QUALIFICATIONS AND EXPERIENCE**

*Required:*

- Must have a bachelor's degree/diploma in Business Administration, Project Management, supply chain management or other relevant field.
- At least 5 years of bid coordination and tendering experience, where applicant has managed the bid process end to end.
- Exposure to technical fields would be advantageous.
- Demonstrable knowledge and experience of government tendering processes and (PFMA/PPPFA) regulations.
- Demonstrable knowledge and experience international tendering processes and requirements will be advantageous
- Knowledge of international bid submissions with development partners such as GIZ, DFID, USAID, World Bank, etc.
- Must have a proven track record of successfully planning and driving tender processes and submissions, as well as operational excellence.
- High proficiency with MS Office Excel and Word.
- Exposure to SharePoint would be advantageous.
- Previous copy-writing experience advantageous, but not essential.

## **KEY SKILLS AND ATTRIBUTES**

*This role calls for several specific skills and characteristics in the candidate, including:*

- High attention to detail, accuracy and strong organisational skills.
- Strong work ethic and demonstrable high standards of achievement.
- Ability to take initiative, prioritise and follow-through.
- Ability to work efficiently in teams and across different offices in essential
- Excellent verbal and written communication skills in support of efficient CRM.
- Confident, assertive and capacity to cope with heavy workloads, multiple tasks and tight deadlines.
- Ability to exercise appropriate judgement and discretion, especially when handling confidential information.

## **SALARY**

- Commensurate with experience and qualifications.



## **PREFERRED CANDIDATE**

- HDI preferred but not a constraining requirement.

***Closing date: 15 February 2019***