

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 full accountability 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 and forms part of the strategic planning process that aligns to business development priorities. This role reports to the Bid Manager.

- ✎ Full time position
- ✎ Location - Cape Town

DUTIES AND RESPONSIBILITIES

Will include but not be limited to:

- Analysing tender documents to ensure all necessary mandatory information is included.
- Flagging any potential risks or compliance issues.
- Chairing and coordinating bid kick-off and check-in meetings.
- Ensuring that the bid development process is followed, and correct templates are used.
- Guaranteeing high quality of bid documents, in accordance with company standards.
- Engaging with various external stakeholders, other departments and levels of management.
- Ensuring that bid documents are completed within the stipulated timeframes and deadlines.
- Coordinating collection of tender documents and timeous submissions.
- Maintaining bid document database & bid information for easy use by internal stakeholders.
- Consistent tracking of bids & proposals on the company bid tracking database.
- Co-ordinating the application process for registration with clients / vendor and database registrations.
- Following up consistently with clients on bid evaluation outcomes and bid debriefings.
- Providing weekly/monthly reports on bids as required.

QUALIFICATIONS AND EXPERIENCE

Required:

- Must have a post - matric qualification in any relevant field.
- At least 3 years of bid coordination and tendering experience, where applicant has managed the bid process end to end.
- Demonstrable knowledge of local government tendering processes and (PPPFA) regulations.



- Knowledge of international bid submissions with DFID, World Bank, USAID, etc
- Must have a proven track record of successfully 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.
- Ability to take initiative, prioritise and follow-through.
- Excellent verbal and written communication skills.
- Confident, assertive and capacity to cope with heavy workloads and tight deadlines.
- Ability to exercise appropriate judgement and discretion, especially when handling confidential information.
- Strong work ethic and demonstrable high standards of achievement.

SALARY

- Commensurate with experience and qualifications.

PREFERRED CANDIDATE

- HDI preferred but not a constraining requirement.

Closing date: 29 March 2019