

JOB TITLE – BID MANAGER

Position reports to : Senior Manager Public Sector Delivery
Direct Reports : Bid Administrators, Bid Specialists
Office Location : Adapt IT JHB Campus

PURPOSE OF THE POSITION

Reporting to the Sales Manager, the Bid Manager is a highly networked and collaborative role that requires the ability to work under pressure and to demanding deadlines with focus on large-complex bids including international activities. The Bid Manager will develop and manage the bid strategy, lobby and maintain strong links within the government, public sector and private sectors to ensure that Adapt IT is better positioned to win and influence major bids. The Bid manager will manage the communication protocol with all internal and external stakeholders, lead the bid response covering all solutions offered by Adapt IT.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- The Bid Manager will lead the bid process and identify the requirements for each bid.
- Client liaison, gaining intelligence of forthcoming bids
- Maintenance of the bid pipeline using the approved sales leads system (Salesforce, CRM etc.)
- Completing and Returning Expressions of Interest (EOI) or submission of Pre-Qualification Questionnaires (PQQ).
- Evaluation of Tender documentation providing guidance to the business and associated stakeholders as to lead disciplines and appropriate submission requirements
- Manage a realistic and up-to-date bid programme ensuring that all activities are progressed in line with the required time frames
- Act as a single point of contact to the client(s) ensuring dialogue and prompt response to requests for clarification, provision of further information, etc.
- Collate methodologies and write cohesive tender submission in line with the agreed bid strategy
- Facilitate challenge of individual discipline costs to achieve best technical and price solution
- Prepare papers for internal approval and arrange sign-on and sign-off meetings in line with bid governance.
- Keep all bid process paperwork up to date and ensure bid register and allocation of bid reference numbers are maintained.
- Minimize our exposure and risk on bids in particular in regard to governance of Contract Terms and Conditions
- Builds a knowledge base of bids including frequently asked questions, CV's, Case Studies, etc.
- To ensure that priorities are better set especially in setting out bid expectation and meeting agreed deadlines
- Monitor and measure the performance of the Bid Office in line with set Key Performance Indicators (KPI's) to ensure that all departments are providing the highest level of service and delivery
- Maintain accurate bid reports for the management team (lessons, win/loss etc.)
- Continued activity and responsibility to raise the standard and quality of bids to increase bid win ratio



Adapt IT PUBLIC SECTOR BID MANAGER – JOB PROFILE



- Display a bias for decisiveness by meeting the most aggressive timelines for delivering high quality proposals
- Support the Operations team in handing over knowledge of successful bids and supporting them in delivering to clients and internal expectations within approved budget and design
- To maintain awareness of Adapt IT's commercial, corporate and Government environment as a means of identifying new business opportunities.
- Constantly monitor tender search, industry reports and all other means of identifying potential opportunities
- Comply with company & local standards, procedures & protocols with specific responsibility for performance to key performance indicators.
- Represent Adapt IT in a professional manner at all times, both externally and internally and support the adoption of the One Adapt corporate culture

DESIRED SKILLS, EXPERIENCE AND QUALITIES:

Education & Qualification

- A bachelor's degree/Diploma or Business Management or equivalent from recognized Tertiary institution

Relevant Experience

- 7-8 years + experience in Sales, Account Management and Bid Management coupled with a proven ability in planning and delivering compliant proposals within a complex business environment
- Be extensively involved in co-ordinating and producing compliant, professional proposals (RFI, RFP, etc.) required to win new business.
- Essential strong verbal and written English skills and the ability to make major client presentations at C-suite level
- Candidate will ideally have a sound technical background with established commercial experience within a senior sales environment.
- Knowledge and understanding of public and private sector bid requirements
- Ensure compliance with all health and safety regulations including preparation and policing of Risk Assessments and Method Statements (RAM's)
- Maintain understanding of companies' core capabilities
- Maintain awareness of opportunities and tools to seek out tender opportunities
- Exhibit excellent time management, embrace change and drive continuous improvements
- Be able to leverage inter-company strengths within the Adapt IT Group and via external support partners.



Role Requirements

Personal Attributes

- Ability to develop and maintain relationships at senior level with direct and in-direct customers
- Willingness to follow internal processes at all times
- Experience of working with Public or Private Sector (Blue Chip) clients
- Ability to take ownership of an issue and can see things through until the end
- Customer focused and experienced in managing expectations
- Self-motivated with a positive outlook
- Ability to prioritize and co-ordinate several projects at once, multi-task
- Must have the ability to work well under pressure and be well organized to manage people effectively
- Understanding of basic revenue models, profit & loss, and cost-to-completion projections
- Good communicator with proven negotiation skills

Driving Value

Actively seeking and implementing opportunities to maximize value in any aspect of the business.

- Setting a culture of continuously striving for better performance
- Challenging the current state in order to seek real improvements

Leading People

Motivating and developing people to deliver superior results in a responsible manner

- Building and maintaining effective culture
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

Leading Self

Taking responsibility and accountability for own behaviour, performance and development

- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required

Contact Person: [Mandy Barret](#)

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