

Position Title: Bid Manager
Position reports to: Sales Manager
Direct Reports: N/A
Office Location: Adapt IT Johannesburg 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
- 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

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Completed Matric
- A bachelor's degree/Diploma or Business Management or equivalent from recognized Tertiary institution 5-8 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

Contact Person: [Nomzamo Skosana](#)

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