

## PROPOSALS MANAGER (OTOKON) PRETORIA

Are you passionate about contributing towards the growth and development of our company, willing to serve rather than instruct, able to cope with, adapt to and thrive on change, prepared to work independently, positive regardless of all and excited about a new challenge, then we would like to hear from you.

### ***Duties and Responsibilities:***

These will entail three competences:

#### **Organising the following**

- Review of enquiries based on the outcome of Decision-to-Bid Meetings
- Identification of activities peculiar to particular proposals
- Development of, and strict adherence to, the Proposal/bid Initiation-to-Submission Program

#### **Controlling the following**

- Proposal schedule
- Cost of tendering, including labour, site/partner visits, S&T and bid submission
- Quality of bid documents and presentations
- Contract Negotiation process, right through to internal Contract Handover to the company's Project Implementation team

#### **Directing the following**

- Proposal format
- Liaison between technical disciplines and marketing
- Input of consultants, subcontractors and JV partners
- Queries of customers
- Compilation of the proposal
- Finalisation of the proposal for management approval
- Submission of the proposal

### ***Requirements:***

The successful candidate should possess a Bachelor of Engineering Degree, as well as the following:

- At least 3 - 5 years post-graduate experience in a similar position
- Understanding of the electricity market will be beneficial
- Valid driver's license
- Own transport

### **The successful candidate should have the following skills and qualities:**

- Good computing skills
- Some financial knowledge will be an advantage
- A strong work ethic
- Good time management
- Attention to detail
- Reliability and trustworthiness
- Ability to manage competing demands, and to work under pressure and independently
- Assertiveness and strong interpersonal skills
- Excellent written and verbal communication skills and a high proficiency in English

**Interested applicants should email a concise curriculum vitae to Jennifer Van Dyk [jennifer@ist.co.za](mailto:jennifer@ist.co.za) or fax, (012) 426 7755**

**CLOSING DATE: 15 June 2010**

**Kindly note only short-listed candidates will be corresponded with and Psychometric assessments may form part of the process.**

**Should you not have had any feedback within 3 weeks after the closing date, you may consider your application unsuccessful.**

**The company is under no obligation to fill this position.**