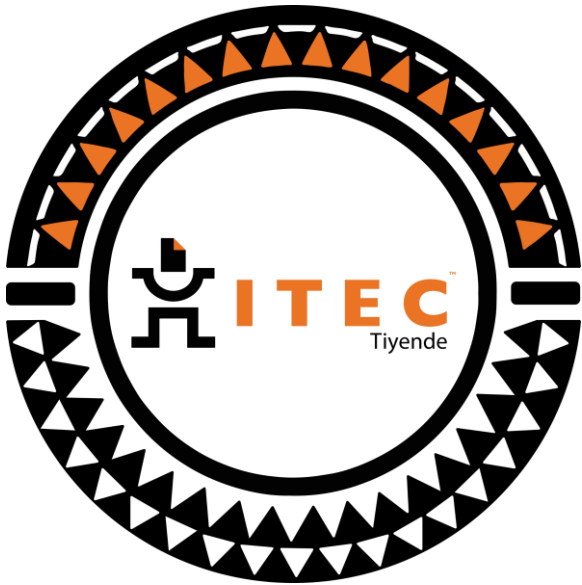


Bid Desk Manager - Itec Tiyende



VACANCY

Duties will include but not limited to:

- The purpose of the Bids and Tender Manager role is to lead, manage, and coordinate the end-to-end bid and tender process to secure new business opportunities for the organization. The role ensures the preparation of compliant, competitive, and high-quality tender submissions aligned with organizational strategy, client requirements, and regulatory standards.
- The Bids and Tender Manager is responsible for identifying tender opportunities, coordinating crossfunctional teams, managing submission timelines, and improving bid success rates while ensuring governance, risk management, and commercial viability.
- Manage the full bid lifecycle (Mainly RFP's and RFB's) , from opportunity identification to submission and post-submission debriefs.
- Coordinate bid activities across sales, technical and finance.
- Develop and maintain bid roles and responsibilities, timelines, and deliverables.
- Lead bid kick-off meetings and ensure all contributors understand scope and timelines.
- Review RFP/RFI documents to identify requirements and evaluation criteria.
- Draft, edit, and review proposal content, ensuring alignment with Itec's value proposition and brand.
- Implement best practices for bid management and ensure adherence to compliance standards.
- Manage the bid library and reusable content database.
- Conduct lessons-learned sessions with bid admins to ensure continuous improvement.

Leadership & Management of Bid Administrators

- Manage and support bid administrators, overseeing their day-to-day activities to ensure smooth bid operations
- Conduct stand-ups (Monday and Wednesday) to review active tender list and bid progress, clarify priorities, and address roadblocks.
- Assign bid administrators to specific tenders, ensuring workload balance and adherence to deadlines.
- Provide clear instructions, templates, and guidance to bid admins for document formatting, version control, and submission requirements.
- QA/ Review Bid Admins RFQ's documents (template, pricing letters, evaluation criteria, scans and copies)
- Act as the central liaison between bid administrators and subject matter experts (sales, technical, legal, finance) as and when needed.



Candidate Requirements:

QUALIFICATIONS

- Matric
- APMP Certificate

ESSENTIAL EXPERIENCE

- 3-5 years Bids and Tender management experience
- All Microsoft packages

Personal Qualities & Behavioural Traits

- Contributing to team success: Actively participating as a leader of a team to move the team towards completing a goal.
- Initiating action: Taking prompt action to accomplish objectives.
- Managing work (includes time management): Effectively managing one's time and resources to ensure that work is completed efficiently.
- Planning and organising: Establishing courses of action to ensure that work is completed efficiently.
- Stress tolerance: Maintaining stable performance under pressure or opposition.
- Work standards: Assuming responsibility and accountability for successful completing of tender.



Application closing date:
31 July 2026



Kindly send detailed CV's to
careers@itecgroup.co.za