

Job Title:	Tender and Contracts Coordinator	Reports to:	Senior Manager - Procurement
Division/ Department:	Finance and Procurement	Position Type:	Contract
Location:	Head Office	Level/Salary Range:	
JOB DESCRIPTION			
JOB SUMMARY <p>The incumbent is required to analyse and coordinate the administrative, technical and commercial aspects of the Tendering and Contract process. He/She is required to actively oversee the efficient and compliant execution of all tendering activities in accordance with public procurement standards and regulations and track their status and execution ensuring alignment to project deadlines.</p>			
ROLES AND RESPONSIBILITIES <ul style="list-style-type: none"> Actively contributes to the development and implementation of all rules and procedures governing SPORTT tendering and contract processes ensuring compliance with internal and governmental controls and regulations. Supervises the tenders process from the pre-qualification stage through to the final bid submission, award of contract and engagement close out. Collates and ensures proper documentation within the tendering and contract process. Acts as a liaison between SPORTT and suppliers to ensure that all queries are dealt with in a timely manner. Coordinates the preparation and submission of Request for Proposals (RFPs) and other tender documents that are responsive to client requirements and in compliance with company objectives are completed in a timely manner. Serves primarily as the secretary to the Tenders and Evaluation committees and serves as a panellist where so requested. Prepares regular status reports on ongoing tendering and evaluation activities undertaken by SPORTT. Conduct an in-depth analysis of all bids received in response to each Tender, Proposal and Quotation to identify the response that best meets the needs of the user department and is consistent with the terms and conditions of standard procurement policy. Collaborates with key internal stakeholders in identifying procurement needs relative to projects being undertaken by the company and develops draft procurement schedules. Prepares evaluation reports and other corresponding documents in accordance with standard templates for approval and signoff. Performs other related duties as required. 			
MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> Training as evidenced by possession of a recognised University Degree in Business Management, Economics or post graduate qualifications in a related field. Training as evidenced by certification in procurement management and or supply management training from a recognized institution such as C.I.P.S will be considered an asset. Minimum of five (5) years experience in the tendering and procurement environment. 			

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the RfX (Request for Proposals/Quotations/Information) generation process.
- Knowledge of public procurement contracting and tendering principles.
- Knowledge of the principles and procedures involved in financial management.
- Proven ability to analyse information quickly and to problem solve and think strategically, position and formulate appropriate recommendations.
- Proven ability in encouraging open expression of ideas and opinions and efficiently transfers thoughts and expresses ideas orally or in writing in individual or group situations.
- Proven ability to understand the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement.
- Proven ability to effectively manage and coordinate the output of a highly diverse team of professionals.
- Ability to seek ways to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery.
- Ability to establish and maintain effective working relationships with colleagues and members of the public.
- Ability to proactively acquire necessary technical knowledge, skills and judgment to perform job more effectively.
- Ability to work as part of a group of people, working toward solutions which generally benefit all involved parties.
- Ability to set and maintain high performance standards for self and others that support SPORTT's strategic plan.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to observe and maintain confidentiality in the performance of duties.
- Proficient in the use of Microsoft Office Suite.