



Job Description

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Job Title Tender Officer(Automotive)	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry -

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

As a Tender Officer specializing in government and private sector tenders, you will be responsible for overseeing the entire tender process, specifically focusing on opportunities within government agencies. You will play a critical role in securing contracts, maintaining compliance, and fostering strong relationships with government entities.

Responsibilities

- **Tender Management:** Manage the end-to-end tender process for various tenders, including identifying opportunities, reviewing tender documents, and preparing timely and accurate submissions.
- **Compliance:** Ensure all tender submissions comply with relevant regulations, guidelines, and company policies. Collaborate with legal and compliance teams to mitigate risks and ensure adherence to procurement regulations.
- **Research and Analysis:** Conduct thorough market research and analysis to identify potential opportunities, understand market trends, and assess competition. Utilize insights to develop winning strategies for tender submissions.
- **Documentation and Reporting:** Prepare comprehensive documentation, including tender responses, proposals, and presentations. Maintain accurate records of all tender activities and outcomes. Generate reports to track performance metrics and evaluate tender success rates.
- **Relationship Management:** Build and maintain strong relationships with key stakeholders within government agencies, including procurement officers and decision-makers. Attend meetings, networking events, and industry conferences to enhance engagement and promote our company's capabilities.
- **Collaboration:** Work closely with internal departments, such as sales, marketing, finance, and operations, to gather necessary information and resources for tender submissions. Coordinate cross-functional teams to ensure alignment and efficiency throughout the tender process.
- **Continuous Improvement:** Stay updated on industry best practices, regulatory changes, and emerging trends in government procurement. Identify opportunities for process improvement and implement strategies to enhance the effectiveness and efficiency of the tender management process.

Education & Qualifications

Bachelor's degree in Business Administration, Marketing, or a related field.

Requirements

- Proven experience in tender management, particularly within the automotive industry and government sector.
- Strong understanding of government procurement processes, regulations, and compliance requirements.
- Excellent communication, negotiation, and presentation skills.

- Exceptional attention to detail and ability to work under pressure to meet tight deadlines.
- Proficiency in MS Office Suite and tender management software.
- Analytical mindset with the ability to conduct market research and strategic analysis.
- Ability to collaborate effectively with cross-functional teams and external stakeholders.
- Results-driven attitude with a focus on achieving targets and objectives.

Driving Licence

Not Required

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