

POSITION DESCRIPTION

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| Title: | Tendering & Opportunities Manager | Location: | Abu Dhabi |
| Department: | Business Sustainability & Growth Sector | Reports to: | Director – Business Sustainability & Growth Sector |
| Prepared by: | Acting Director – Business Sustainability & Growth Sector | Date: | November 2022 |

Overall Purpose:

Responsible for identifying business opportunities that align with the company strategy, developing an appropriate relationship with external parties to help establish opportunities and winning submissions, securing work by value and type to meet the company objectives, and working with the Business Sustainability & Growth Sector Director to ensure the involvement of the quality, technical, and commercial aspects in accordance to the company procedures and develop a best practice and process and implement them while maintain and building the relations with external and internal stakeholders.

Roles and Responsibilities

The roles and responsibilities of the **Tendering & Opportunities Manager** are:

- Manage the development of plans for tender process activities to achieve targets
- Implement plans for streamlining tender processes
- Maintain and improve mechanisms for obtaining opportunities, surveying and measuring the tender process and disseminating feedback to the appropriate internal entities
- Assist in the development and preparation of the organization's tender process strategy and general business planning
- Utilize agreed systems to manage the tender process functions, analysis, and documenting
- Effective liaison, support, and assistance between the tender process department and the rest of the organization
- Liaise with the BSS Sector on matters such as and resource costing.
- Assessing and advising on potential joint ventures, mergers, and acquisitions in coordination with Business Development.
- Compilation of various inputs to create a complete tender proposal
- Prepare a tender status report (content and format as agreed) monthly or as otherwise agreed
- Interact and cooperate with all members of the organization and its bidders and contractors
- Support to all other departments with tender-related issues
- Manage, direct, and monitor the overall performance of the tender process team to obtain maximum efficiency, quality, service, and profitability for the organization.
- Responsible for using resources and control expenses to meet agreed budgetary controls
- Responsible for monitoring the cost efficiency of tending processes.
- Conduct the relevant market research and identify the gaps in practices to ensure the wise selection of the business opportunities

- Subject to agreed criteria, recruitment, training, set action and targets, appraise, and manage performance, development, coaching, and general support of all team members to ensure targets are met
- Perform any other duties as assigned

Portfolio Monitoring Office:

- Engage, understand and participate in Portfolio Monitoring Office functions, including Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement
- Participate in QHSE and BC Risk Assessments / Inspections and conduct investigations into non-conformances, near misses, incidents or complaints.
- Engage, understand and participate in departmental strategic planning and performance monitoring activities

Professional and Academic Expertise

- Minimum bachelor's degree in business administration or equivalent.
- Master's degree in the related field is a plus.
- Exposure to tender management is a must with at least 10 years of relevant experience
- Strong background in the healthcare industry with medical background.
- Experience in project management is a plus
- Finance and pricing knowledge is a plus
- An aptitude for tender process management/ customers/vendors' relationship management.
- Excellent analytical, negotiation, and conflict-resolution skills.
- Strong communication skills.
- Commercial and business management knowledge is required, with consulting engagement skills.
- Ability to work under pressure.
- Team player who can work effectively with colleagues and customers at all levels.
- Flexibility to relocate when needed - The nature of the role will require you to travel from time to time as the job requires.
- Professionalism and honesty in all dealing are required

Reviewed by:

Head of HR and Emiratization / Deputy Director of Business Support Service Sector

Change Brief

| Version No. | Date | Changes |
|-------------|---------------|---------|
| 1 | November 2022 | New PD |

Approved by

Business Supporting Services Director



Tendering & Opportunities Manager
November 2022



HRP665
Version 1