

# JACOB CHADEMWIRI

Tender Manager | Project Coordinator | Financial Operations

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## PROFESSIONAL SUMMARY

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Results-driven Tender Manager and Project Coordinator with 4+ years' experience leading end-to-end tender processes, project execution, and financial operations. Proven track record of securing 10+ successful bids while implementing digital tools and process improvements that increased operational efficiency by 35%. Skilled in stakeholder management, compliance, and IT solutions, bridging business operations with technology to deliver timely, high-quality outcomes across multiple projects.

## Core Competencies & Technical Skills

- Tender Management & Compliance: Bid preparation, regulatory & legal adherence, online tender portals
- Project Coordination & Execution: Planning, scheduling, progress tracking (MS Planner, MS Project, Project Libre)
- Process Improvement & Workflow Optimization: Streamlining operations, enhancing efficiency
- Financial Management: Accounts receivable, invoicing (Sage, Zoho), budget tracking & reporting
- Document & Contract Administration: Filing, contracts, compliance documentation
- Stakeholder Communication & Relationship Management: Internal teams, clients, vendors
- IT & Digital Solutions: Business systems, workflow automation, website development
- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook

## WORK EXPERIENCE

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### Tender Manager & Project Coordinator

Sithembe Transportation and Projects

January 2022 – Present

Lead the company's **tender management, project coordination, and internal IT support**, working closely with the **Quantity Surveyor (QS)** and **Operations Manager** to ensure accurate bid documentation, cost analysis and project execution. Oversee project plan and execution, client billing, and digital process improvements, combining **business administration, financial management, and IT solutions** to drive results efficiently.

### Key Responsibilities

#### Tender Management

- Manage full tender lifecycle: identify opportunities, analyse requirements, compile bids, submit proposals, and track outcomes.
- Draft persuasive tender documentation, including executive summaries, cover letters, and client-specific proposals.

- Ensure all tender submissions adhere to government, regulatory, and internal compliance standards.
- Maintain structured records of tender outcomes and provide post-tender analysis and recommendations for future bids.
- Manage online tender portals, ensuring timely and compliant submissions.
- Liaise with internal teams, external clients, and vendors to gather accurate information and ensure deadlines are met.
- Guide and mentor junior staff in tender preparation and documentation.

### **Project Coordination & Management**

- Plan, schedule, and track project activities, deliverables, and financial milestones.
- Prepare invoices, quotations, and project-related financial statements, managing accounts receivable.
- Manage communication between clients, contractors, and internal teams.
- Maintain project documentation and reporting for audits and compliance.

### **Internal IT Support & Website Development**

- Provide day-to-day technical support for hardware, software, and network issues.
- Develop and maintain business websites and internal digital tools.
- Implement IT-based solutions to streamline reporting and document management.
- Train staff on the use of software tools (e.g., MS Office, invoicing systems).

### **Key Achievements**

- Managed the preparation and submission of multiple tenders, resulting in **over 10 successful wins** under my management.
- Currently managing **2 ongoing projects** with monthly invoicing and **3 additional ad-hoc PO Based projects** as required.
- Introduced digital tools and provided IT support that streamlined internal processes, improving efficiency across tender and project management operations
- Implemented digital and process improvements that enhanced tender preparation efficiency and compliance by over 35%.

### **Tender & Office Administrator**

*Babiya Geomatics & Civil Construction*

*January 2021 – December 2021*

Served as the first point of support for tender administration and office operations, ensuring all bid submissions were professionally prepared, fully compliant, and delivered on time. Worked closely with management and the QS to compile supporting documents and pricing details. Alongside tender duties, provided general office administration, including invoicing, filing, and day-to-day support that kept operations running efficiently.

## Key Responsibilities

### Tender Administration

- Prepared and compiled tender documents according to client specifications and submission requirements.
- Collected and verified mandatory compliance documents (CIDB, tax clearance, company registration, etc.).
- Tracked tender advertisements, monitored deadlines, and maintained tender registers for easy reference.
- Drafted executive summaries, cover letters, and other persuasive content to enhance bid competitiveness.
- Assisted in analysing tender requests to identify client requirements, pricing strategies, and potential risks.
- Ensured strict adherence to regulatory, legal, and company compliance standards across all tender submissions.

### Office Administration

- Maintained structured filing and documentation systems for tenders and internal correspondence.
- Supported project financials, including invoicing, quotations, and basic recordkeeping.
- Coordinated internal meetings, schedules, and office logistics to support efficient operations.
- Built professional relationships with internal teams, external clients, and vendors to ensure accurate information flow.

### Key Achievements

- Prepared and supported multiple tender submissions, contributing to 3 successful contract awards.
- Streamlined tender documentation and office administration processes, improving efficiency and submission accuracy.
- Enhanced collaboration with QS and management, ensuring accuracy in pricing schedules and compliance.
- Introduced minor process improvements that increased tender workflow efficiency and reduced errors.

## PROJECT COORDINATION & MANAGEMENT

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### Ongoing Projects

**SS 01 – 2023/24** - Corporate hire of general construction vehicles and refuse removal vehicles for the City of Tshwane; three-year period starting 01 May 2024.

**SS 02 - 2023/24** - Corporate hire of general construction machines and equipment for the City of Tshwane; three-year period starting 01 April 2025.

**HHS 10 – 2023/24** - Hire of mobile drinking water tankers (10,000–15,000 litres) for informal settlements in Tshwane; three-year period starting 15 February 2025.

### **PO-based Projects (as-and-when-required):**

Manage client requests under awarded tenders by preparing quotes, securing approvals, and executing work upon receipt of Purchase Orders (POs). Jobs are invoiced upon completion, ensuring accurate financial tracking and compliance with contract terms.

**ROC 08 – 2022/23** - Construction of concrete berm strips at various cemeteries across seven regions; regional operations and coordination; three-year period starting 01 August 2023.

**SCM 20 OF 22/23** - Hire of mobile drinking water tankers (10,000–15,000 litres) for informal settlements; three-year period starting 15 February 2025.

**EED 05 – 2023/24** - Supply, delivery, and off-loading of electrical cables, wires, and conductors for the City of Tshwane; 36-month period starting 15 January 2024.

## **EDUCATION & CERTIFICATIONS**

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- National Diploma in Information Technology – Mutare Polytechnic, 2012-2016
- Project Management Certificates –LinkedIn, 2023-2024

## **REFEREES**

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Referees available on request.