**JACOB CHADEMWIRI**

**Tender Manager | Project Coordinator | Financial Operations**

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**PROFESSIONAL SUMMARY**

Results-driven professional with proven experience in tender management, project coordination, and financial operations, supported by IT and web development expertise. Skilled in preparing compliant tenders, managing projects, invoicing, and accounts receivable using tools such as Sage, Zoho Invoicing, and Excel. Recognized for attention to detail, adaptability, and the ability to bridge business operations with technology to deliver measurable results.

**Core Competencies & Technical Skills**

* Tender Management & Bid Preparation
* Project Coordination & Execution
* Process Improvement & Optimization
* Accounts Receivable & Invoicing
* Sage, Zoho Invoicing, Excel, MS Office,
* Financial Reporting & Budget Tracking
* Compliance & Contract Administration
* MS Planner, MS Project, Project Libre
* Stakeholder Communication & Relations
* I.T & Digital Solutions

**WORK EXPERIENCE**

**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 and cost analysis. Oversee project execution, client billing, and digital process improvements, combining **business administration, financial management, and IT solutions** to drive results efficiently.

**Key Responsibilities**

**Tender Management**

* Identify, analyse, and track relevant government tenders.
* Prepare and submit compliant bid documents, liaising with the QS for technical and cost inputs.
* Coordinate submissions, clarifications, and follow-ups with stakeholders.
* Maintain records of tender outcomes and assist in improving future bids.

**Project Coordination & Management**

* Plan and schedule project activities, tracking progress and deliverables.
* Prepare and issue invoices, quotations, and project-related financial statements, managing accounts receivable.
* Manage communication between clients, contractors, and internal teams.
* Oversee project documentation and reporting.

**Internal IT Support & Website Development**

* Provide day-to-day technical support for hardware, software, and network issues.
* Develop and maintain and develop 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 in line with submission requirements.
* Collected mandatory compliance documents (CIDB, tax clearance, company registration, etc.).
* Tracked tender advertisements and recorded submission deadlines.
* Maintained tender registers and filing systems for easy reference.

**Office Administration**

* Handled correspondence, filing, and document management.
* Assisted with invoices, quotations, and basic financial recordkeeping.
* Supported management with scheduling, meeting coordination, and office logistics.
* Ensured accurate record-keeping for audits and compliance checks.

**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.**
* Strengthened collaboration with the **Quantity Surveyor (QS)**, enhancing accuracy in pricing schedules and tender compliance

**PROJECT COORDINATION & MANAGEMENT**

**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**

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