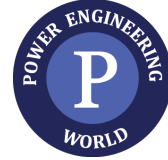


JOB DESCRIPTION
**PROPOSAL & ESTIMATION
MANAGER**



BRIEF

TITLE	Proposal & Estimation Manager	JOB REF.	#025
DEPARTMENT	Tendering & Bidding Department	DATE LISTED	18/AUGUST/2022
REPORTS TO	Board & CEO	ROLE TYPE	FULL TIME
LOCATION	Amman/Jordan with visits to clients' offices and project locations around the world.		

OVERALL DESCRIPTION

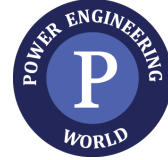
The **Proposal & Estimation Manager** shall operate under the leadership of the CEO and Company Board of Directors to carry out all tendering, estimation, proposal generation, and Business Development support activities.

The position will be based at the Company HQ in Amman, Jordan with requirements of site visits in Iraq and customer visits in UAE.

RESPONSIBILITIES

- Supervise and direct proposal team, coordinate efforts, allocate and control man-hours and optimize proposal resources to ensure proposal deadlines are met. Assign estimating work, coach, mentor, and provide technical support to estimating team.
- Establish and implement "best practices" and focuses on continuous improvement.
- Ensure historical data is documented and archived on each quoted project. Maintain databases of standard material costs and various market pricing models.
- Review Client inquiries to prepare a Proposal Summary including an initial assessment of the technical, financial, schedule, and risk profile and submit for bid/no bid decision.
- Develop and implement an overall proposal strategy based on the Client bid selection process.
- Schedules and facilitates proposal development kickoff meeting in which both internal and external participants attend to discuss the proposal requirements, review the compliance matrix, and identify individuals responsible for each section of the RFP response, and review the proposed development schedule as a team
- Liaise with the Procurement and Bid Team to negotiate with approved vendors/suppliers and subcontractors for various supplies/materials as per project specifications. Evaluate subcontractor and vendor proposals.
- Provide all the necessary project clarifications/ information upon project award to the Project Manager as per the project budget; advise the Project Manager on contractual rights, and remedies which has been taken into consideration during tendering.
- Coordinate with Finance and Sales for obtaining bid documents like Bank Guaranties, POA, Notarization, local registration requirements, etc.
- Provides guidance to the proposal team writers in preparing the technical components of the proposal by reviewing initial section outlines to ensure that all RFP requirements are incorporated
- Establish templates and standards for proposal look and feel, writing style, and layout

JOB DESCRIPTION
**PROPOSAL & ESTIMATION
MANAGER**



	<ul style="list-style-type: none">• Review and finalizes project cost estimates as prepared by the Estimation Engineers in terms of the required material as per bill of quantities, amount of work, material/ equipment/ and manpower requirements during the tendering phase.• Finalize estimation of all direct and indirect costs and consolidates tender documents for management review and approval.• Generate weekly tender status reports highlighting progress on concerned tenders.• Assign estimating work, coach, mentor, and provide technical support to estimating team.• Review final estimate packages for accuracy and completeness prior to formal quote.• Participate in pre-bid meetings and corporate/client presentation meetings as required.
REQUIREMENTS	<ul style="list-style-type: none">• Bachelor's degree in Mechanical or Electrical Engineering,• Minimum of 10+ years' experience in MEP construction estimating/ EPC tendering of Power Plants, Water Treatment Plants, Substations, and Oil & Gas facilities preferably in GCC.• Expert knowledge of estimating strategies and techniques, construction contracts, and FIDIC.• Strong MS Office skills and advanced knowledge of construction estimating software programs.• Market survey/analysis and establishing contacts.• Must be able to demonstrate commercial acumen.• Detail-orientated.• Must be able to inspire outstanding work from team members with a range of experience and technical abilities in the development of proposal documents. In addition, he/she must be capable of adapting to changing priorities in a very dynamic work environment and demonstrate the ability to exercise tact and diplomacy to effectively resolve quality and production problems.• The individual is required to work on multiple assignments, with overlapping schedules, and needs to be able to multitask and delegate responsibilities to accomplish all tasks.• Strong verbal and written communication skills.
CONTACT	Energetic and qualified candidates are requested to send their CVs to: careers@pewgroup.com Subject : Proposal & Tendering Manager