

ENGINEERING PROJECTS AND CONTRACTS

ACTOM Energy

Tendering Engineer

JOB DESCRIPTION

Function

To prepare cost effective estimates on the technical and commercial input of tenders in liaison with sales, engineering department and customers.

Tasks will include:

1. TENDER PREPARATION
 - * Receive, record and register incoming tenders and prepare first Risk Analysis.
 - * To support John Thompson Boilers with Electrical and Instrumentation scope of work related to the sale of their Boilers and associated equipment.
 - * Estimates should be prepared in the most cost- effective manner in order that the company can submit competitive tenders.
 - * Draw up a list of equipment required in liaison with the Engineer in sufficient detail in order to apply costs, referring to previous similar contracts to assess practicalities, especially where losses have previously occurred.
 - * Issue Vendor enquiries.
 - * Discuss time requirements with Heads of Departments and apply costs accordingly.
 - * Visit Customer/Site Inspection when required to assess needs and technical requirements if necessary.
 - * Submission of tenders by due date.
2. HAND OVER PROCEDURES
 - * Attend Contract handover meeting to explain Technical Estimates on successful Tenders to Heads of Departments.
3. CUSTOMER CONTACT
 - * Assist internal staff by providing technical back-up on enquiries from potential Customers and Tenders.
 - * To interact with Customers and to promote the Products and Project capabilities of ACTOM.
 - * Client, Consultant liaison on a continuous basis to acquire knowledge of possible future work.
4. REPORTS
 - * Produce Standard Monthly Report for General Manager detailing activities in tendering including input to the weekly quote register meeting.
 - * Do "post-mortem" on contracts lost to others to correct weaknesses.
5. GENERAL
 - * Keep up-to-date on technical developments both locally and elsewhere and be aware of competitor's products, capabilities and pricing in the market place.

TENDERING ENGINEER (contd.)

PAGE 2

Qualifications and Experience

- A recognised tertiary electrical engineering qualification/T4 or equivalent
- 5 years exposure to the tendering and engineering activity
- Computer literacy and competent in using MS Excel and MS Project
- Good communication skills and assertive business acumen
- Ability to work under pressure
- Sound knowledge of General Conditions of Contract

The Company

ACTOM Energy is a business unit of the Engineering, Projects and Contracts division of ACTOM (Pty) Ltd. The group is a majority black owned company with an annual turnover of R 10-billion and employing 7500 personnel in South Africa.

ACTOM Energy Provides Turnkey Electrical, Automation, Hydraulic and Pneumatic Solutions with a specific focus to expand work in the construction of electrical substation infrastructure for utilities, municipalities and large industrial/mining customers in subequatorial Africa. Our premises are bases in Paarden Eiland (Cape Town) where we have 80 employees.

Applications

Application letters accompanied by current CV may be forwarded by email to charl.wolfaardt@actom.co.za by no later than 31 August 2025