



Medium Voltage & Protection

ACTOM MVS Integrated Management System (IMS)	DOCUMENT NO:	JD – QA -002
Job Description	REVISION NO:	00
	EFFECTIVE DATE:	15/09/2020

## JOB DESCRIPTION

<b>Job Title:</b>	TENDER ENGINEER
<b>Reports To:</b>	COMMERCIAL MANAGER
<b>Supervisor:</b>	
<b>Division:</b>	Medium Voltage Switchgear
<b>Location:</b>	Knights, Boksburg
<b>Date:</b>	30/09/2025

### Job Purpose

To prepare and delivers accurate, competitive, and compliant bids by analysing client requirements, coordinating technical and commercial inputs, and ensuring proposals align with the company's business objectives.

### Principle Accountabilities

- 1.1. Arrange for collection of tender documents from various customers.
- 1.2. Ensure that tender closing dates are met.
- 1.3. Prepare and distribute product budget prices.
- 1.4. Ensure tender system is updated and distribute product budget prices.
- 1.5. Ensure existing paperwork is still relevant and update if required.
- 1.6. Ensure budgeted gross margin is being met.
- 1.7. Should a tender require a lower than budgeted gross margin, motivate and obtain permission for its submittal.
- 1.8. Ensure that the signing authority regarding tender levels are adhered to.
- 1.9. Aid customers in compiling requirements.
- 1.10. Compile tender pricing/documents from customer specifications.
- 1.11. Submit tender to customer.
- 1.12. Follow up on tender on a technical/commercial basis.
- 1.13. If a tender becomes an order – check all commercial terms and technical details.
- 1.14. Help consultants/customers with budget prices.

**Compiled By:** QA Manager

**Approved By:** SHEQ Manager

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2.	LIASON
2.1.	Control information flow between company and client.
2.2.	Act as company representative to customer.
2.3.	Arrange for visits by clients to view product range and manufacturing process; demonstrations and training.
3.	GENERAL
3.1.	Promote company image by supporting after sales services.
3.2.	Assist Contracts with circuit and logic design when required.
3.3.	Vet different suppliers for most effective technically acceptable equipment.
3.4.	Ensure that ACTOM is obtaining its budgeted share of the market at a reasonable price.
3.5.	Ensure that the tendering engineer behaves in a professional manner at all times.

Education & Experience		
Education	Essential	Desirable
N4 or equivalent certificate with acquired knowledge of electrical engineering	✓	
Experience	Essential	Desirable
• Minimum 5 years' experience.	✓	

Knowledge and Skills		
Knowledge	Essential	Desirable
• Knowledge of Medium Voltage switchgear and Electrical systems	✓	
• Knowledge in medium voltage contract management, tendering, commercial exposure.	✓	
• Knowledge of the Manufacturing environment		✓
• Knowledge of cost analysis, budgeting, and commercial proposal preparation.	✓	
Skills	Essential	Desirable
• Strong ability to interpret technical drawings, specifications, and client requirements.	✓	

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• Proficiency in estimating software, MS Office Suite	✓	
• Excellent written and verbal communication skills for client interactions and internal coordination.	✓	
• Detail-oriented with the ability to manage multiple tenders and tight deadlines.	✓	
• Team player who can collaborate across engineering, finance, and commercial departments.	✓	
• Knowledge of local and international tendering regulations and standards.	✓	
• Ability to travel for client meetings or site visits when required.	✓	

**Working Conditions and Physical Affect**

<b>Working Conditions</b>
Office based
<b>Physical Effect</b>
Postural stain, sitting for prolonged periods

**Tools And Equipment**

Laptop or Desktop



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**Health and Safety Duties:**

Occupational Health and Safety Act (No. 85 of 1993 )

**Summary of the Act** - “To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.”

**Section 14 and 15 of the Occupational Health and Safety Act (No. 85 of 1993 )**

“14. General duties of employees at work

Every employee shall at work-

- (a) take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;
- (b) as regards any duty or requirement imposed on his employer or any other person by this Act, co-operate with such employer or person to enable that duty or requirement to be performed or complied with;
- (c) carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by his employer or by anyone authorized thereto by his employer, in the interest of health or safety;
- (d) if any situation which is unsafe or unhealthy comes to his attention, as soon as practicable report such situation to his employer or to the health and safety representative for his workplace or section thereof, as the case may be, who shall report it to the employer; and if he is involved in any incident which may affect his health or which has caused an injury to himself, report such incident to his employer or to anyone authorized thereto by the employer, or to his health and safety representative, as soon as practicable but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he shall report the incident as soon as practicable thereafter.”

“15. Duty not to interfere with, damage or misuse things

No person shall intentionally or recklessly interfere with, damage or misuse anything which is provided in the interest of health or safety. [S. 15 substituted by s. 3 of Act No. 181 of 1993.]”



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Signature		
Name of Incumbent:	Sign:	Date:
Line Manager:	Sign:	Date: