



## JOB PROFILE

### POSITION INFORMATION

<b>JOB TITLE</b>	Tender Specialist
<b>DEPARTMENT</b>	Sales
<b>DIVISION</b>	Business Sales
<b>LOCATION</b>	Johannesburg Head Office
<b>STRATEGIC OBJECTIVE</b>	The primary purpose of this role is to compile all responses to Public Sector Tenders and submit on behalf of Tracker
<b>CUSTOMERS</b>	Internal Customers: Sales consultants & managers, Product Development and Technical, Finance, Acquisitions and Installations support. External customers: Public Sector, Municipalities and Government Departments

<b>STATUTORY REQUIREMENTS</b>	N/A
<b>REMUNERATION STRUCTURE</b>	Cost to Company,
<b>WORKING HOURS</b>	08H00 to 17H00
<b>MATERIALS &amp; EQUIPMENT USED</b>	Laptop and cell phone (includes defined data and minutes) Fuel and maintenance allowance
<b>PHYSICAL REQUIREMENTS</b>	N/A
<b>REPORTS DIRECTLY TO</b>	Head of Business Sales
<b>REPORTING STRUCTURE</b> (Indicate up to 5 levels upwards)	<pre> graph TD     CEO[CEO] --- ESAM[EXECUTIVE SALES AND MARKETING]     ESAM --- HBS[HEAD OF BUSINESS SALES]     HBS --- MBD[MANAGER: BUSINESS DEVELOPMENT]     MBD --- TS[TENDER SPECIALIST] </pre>

## DETAIL DESCRIPTION

<b>1. Take the lead in compiling tenders and proposals for submission</b>	<b>60%</b>
<ul style="list-style-type: none"> <li>▪ Identifying potential tender opportunities, collecting required documentation and gaining approval for submission;</li> <li>▪ <b>Work with Head Office, and Regional sales teams to compile</b> tender documentation according to tender specifications and special terms and conditions, complying to all technical, financial and legal requirements;</li> <li>▪ Determining commercial and financial evaluation of tenders;</li> <li>▪ Sourcing of technical and operational input from internal tender stakeholders which will be used in the drafting of responses to specifications and proposals;</li> <li>▪ <b>Attend tender briefings – on line or in person. Travel is required</b></li> <li>▪ Ensuring all submission deadlines <b>and requirements</b> are met;</li> <li>▪ Maintaining tender submission information online and up to date;</li> </ul>	
<b>2. Tracking and maintaining awarded tenders</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>▪ Planning and coordinating the stock availability, acquisitions, technical and installation support for the successful roll out of awarded tenders;</li> <li>▪ Tracking all awarded tenders from inception to full implementation and ensuring all challenges are communicated, resolved and communicated;</li> <li>▪ Aligning and amending where appropriate, demand forecasting with sales forecasts;</li> <li>▪ <b>Keep stakeholders appraised of tenders nearing end of term and where possible secure extensions in line with Trackers growth strategy and targets</b></li> <li>▪ Supporting the maintenance of existing tenders by <del>the regions</del> <b>sales teams nationally</b> and ensure all challenges are attended to and customer satisfaction levels remain high;</li> </ul>	
<b>3. Reporting</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>▪ Prepare and submit all required reports</li> <li>▪ <b>Understand lost opportunities and feedback to internal stakeholders around future improvements to be successful on future tenders</b></li> <li>▪ <b>Work to budgets (Sales, Churn, OpEx, CapEx)</b></li> </ul>	

<b>4. Networking</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>▪ Network and find opportunities to collaborate with experts within the company's guidelines;</li> <li>▪ Attend external industry-related events and feedback to management on topics such as best practice, trends, local market analysis, new opportunities and challenges;</li> <li>▪ <b>Afterhours output would be required from time-to-time</b></li> <li>▪ Work closely with the sales teams, product development and product support teams to ensure all marketing material that speaks to current and prospective clients is updated and current;</li> </ul>	

## COMPETENCY OUTPUT PROFILE

### KEY PERFORMANCE AREAS

1. Take the lead in compiling tenders and proposals for submission
2. Tracking and maintaining awarded tenders
3. Reporting
4. Networking

### BEHAVIOURAL COMPETENCIES

Date of Profiling	6 July 2018
-------------------	-------------

1. Strong Administration skills
2. Excellent written, oral and interpersonal communications skills (including strong presentation abilities)
3. Negotiation Skills
4. Prospecting, Research, Identification of Customer needs and challenges
5. Customer focus
6. Analytical
7. Excellent relationship-building skills, both internally and externally.
8. Commitment to customer service excellence.
9. Results-driven.
10. Highly adaptable and agile
11. Resilience and ability to work under pressure.
12. Identify areas for improvement, efficiency, and effectiveness.

## THE TRACKER VALUES

Living the Tracker values:

1. Care
2. Accountability
3. Respect
4. Excellence

## THE TRACKER FORMULA FOR SUCCESS

The way everyone at Tracker should behave to be successful and to be true to the Tracker values:

Ensure / do more of:

5. Best customer service
6. Involves and empowered people.
7. Clear strategy and goals
8. Effective systems and procedures
9. Passionate and results oriented.
10. Deliver
11. Commit to transformation.
12. Reward and recognition.
13. A great place to work.
14. Take accountability and make decisions.
15. Training and development

Avoid / do less of:

16. Negative / demotivated people
17. Dishonest, distrust and lack of integrity
18. Arrogance and abuse of power
19. Lack of business growth and profitability
20. Backstabbing and politics
21. Poor communication
22. Passing the buck
23. Tolerating mediocrity
24. Disrespect
25. Discrimination and favouritism
26. Weak management and leadership

## MINIMUM REQUIREMENTS

### CURRENT POSITION

**QUALIFICATION**     ▪    **Grade 12** NQF level 5; **Degree or Diploma**

Date of Profiling    6 July 2018

<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Sales and product training</li> <li>▪ Project Management</li> <li>▪ Presentation Skills</li> </ul>
<b>MINIMUM EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ 5 - 7 years' experience in the fleet management, tracking and telematics industry</li> <li>▪ Intermediate MS Office skills</li> <li>▪ Desirable: Project Management experience.</li> <li>▪ Sound knowledge of Fleet management principals.</li> </ul>
<b>FINANCIAL IMPACT</b> (indicate direct or indirect influence)	
<b>OTHER SPECIAL REQUIREMENTS</b>	

<b>NEXT POSITION</b>	
<b>NEXT HIGHER POSITION</b>	Manager: Business Development

**JOB PROFILE COMPILED BY HR / LINE**

Date of Profiling	6 July 2018
-------------------	-------------