**BIDDING OFFICER**

|  |  |
| --- | --- |
| **GENERAL INFORMATION** |  |
| Position: Bidding Officer | Dept/Division/: Planning Division - Project Implementation department |

|  |
| --- |
| **Job Description:** |
|  | **Purpose:*** Carry out the bidding for consultancy service bidding packages according to the company's development strategy.
* Implement the business development strategy of the Company in the field of Consulting; and contract management.

**Function and Responsible:*** Write EOI, Bidding document for consulting service bidding package.
* Assessing the feasibility of the bidding package: Analyzing the project implementation cost plan, the availability and capacity of experts, the profitability of carrying out each bidding package.
* Managing and expanding the network of experts and partners serving the bidding of consultancy services;
* Connect with professionals; selecting and inviting experts to participate in bidding; negotiate the salaries of experts in bidding packages
* Search for bidding package information/project within the operation field through websites of donators ADB, WB and through other channel such as Bidding, Vietnamnews, Development Aid,...
* Prepare content for negotiation, contract signing of consulting service with Investor.
* Support in connecting with PMU, partner when neccessary.
* Participate in update regularly information of consulting service bidding package in accordance with company vision including information of new competitors, investor, technology, new consulting service.
* Participate in the development and implementation of annual revenue and expenses plans for consulting and investment activities of the Company.
* Coordinate with Investment department in selecting contractors to implement the company‘s investment projects.
* Participate in making company evaluation business report.

**Contract management:*** Monitoring the implementation of the assigned consultancy contracts to the Centers for implementation progress.
* Track and manage collaborative hire contracts. Coordinate with related departments to track and manage costs.
* Work with experts, PMU for timely work coordination according to the process, schedule of the contract and actual activities; propose solutions to the PMU to adjust the contract and schedule in accordance with the provisions and actual progress of the Project.
* File product document, project contract as asigned and comply with company regulation.
* Coordinate with related department for payment to expert/consultant.
* Other tasks as required
 |

|  |
| --- |
| **Requirements:** |
| **Education:** | * University graduate or above, major in Foreign language, Economic, Construction, Law or another related field.
* Fluent in English
 |
| **Experience:** | * 3-5 years of experience in bidding.

Priority is given to people has experience in field of consulting service providing to ODA project. Good relationship with expert/consultant, alliance. Having legal knowledge of bidding, the process of carrying out bidding work, setting up bidding documents, and making bids. |
| **Skill/Abilities:** | * MS office
* Communication, negotiation
* Writing
* Planning, teamwork, coordination
 |

|  |
| --- |
| **WORKING CONDITION** |
| **Benefits** | **Working environment** |
| * Salary: Negotiate.
* 13th Month Salary Bonus, bonuses for other holidays, union policies…
* Annual leave 12days, sick leave (3 days), Insurance and Policy following Labor Law, Annual Health Checkup
* Training.
 | * Standard office condition.
* Friendly and professional working environment.
* Pantry, Free parking card (motorbike)
 |

|  |
| --- |
| **Language of CV** |
| * CV in English.
* tuyendung@halcom.vn hoặc n.t.t.diep@halcom.vn
 |