**BIDDING OFFICER**

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

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| **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 |

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| **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 |

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| **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) |

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| **Language of CV** |
| * CV in English. * [tuyendung@halcom.vn](mailto:tuyendung@halcom.vn) hoặc [n.t.t.diep@halcom.vn](mailto:n.t.t.diep@halcom.vn) |