

## Lead, Tenders

### Description

Leads the preparation, evaluation, and submission of tenders for EPC-IC projects in the upstream energy sector. Manages a junior team of specialists in mechanical & piping, electrical & instrumentation, and civil engineering to develop technically sound, commercially competitive, and compliant tender submissions. Works closely with key stakeholders to ensure the timely and effective preparation of all tender documents and oversees the evaluation of tender values.

### Responsibilities

#### Tender Preparation

- Leads the preparation of comprehensive and competitive tenders, ensuring all technical, commercial, and contractual requirements are addressed.
- Coordinates the collection of relevant technical information from internal departments, contractors, and vendors.
- Evaluates the scope of work for tenders in mechanical & piping, electrical & instrumentation, and civil engineering, ensuring alignment with client specifications.
- Oversees the development of technical documents, including drawings, specifications, and methodologies.
- Leads the preparation of cost estimates, risk assessments, and schedules for tenders.

#### Tender Valuation and Costing

- Evaluates and assesses the commercial value of tenders to ensure alignment with business objectives.
- Conducts risk assessments and cost analysis to determine the most competitive pricing strategy.
- Works with the finance and procurement teams to ensure cost-effective solutions and strategies are applied to tenders.

#### Client Engagement and Communication

- Liaises with clients, consultants, and internal teams to ensure clear communication and understanding of the scope and technical requirements.
- Attends pre-tender meetings, clarifications, and site visits as necessary to gather relevant information.

#### Quality Assurance

- Ensures all tender submissions are fully compliant with client requirements, company policies, and industry regulations.
- Reviews and validates all tender documents for technical accuracy and completeness before submission.

#### Team Leadership

- Leads a team of junior specialists across different technical disciplines (mechanical, electrical, and civil) and ensures smooth collaboration in preparing tender documents.
- Mentors and supports team members in their roles, providing technical guidance and ensuring continuous professional development.
- Assigns tasks and monitors progress to ensure timely delivery of all tender components.

#### Continuous Improvement

### Hiring organization

HReade

### Experience

- At least 10 years of experience in tender preparation and submission within the EPC or energy sectors, particularly in the upstream oil and gas industry.
- Proven experience in leading multidisciplinary teams in the preparation of tenders.
- Strong background in mechanical, piping, electrical & instrumentation, and civil engineering disciplines.
- Experience with tender evaluation, risk assessment, and cost estimation.

### Industry

Engineering, Procurement,  
Construction, Installation and  
Commission

### Job Location

Victoria Island, Lagos, Nigeria

### Date posted

February 20, 2025

- Identifies and implements improvements in the tender process to enhance efficiency and competitiveness.
- Stays up to date with industry trends, regulations, and technological advancements to continuously improve tender submissions.

**Qualifications**

- Bachelor's degree in Mechanical, Electrical, or Civil Engineering, or related discipline.
- A Master's degree is an advantage.
- Relevant certifications in project management, procurement, or tendering such as PMP, PRINCE2, CAPM, CIPS, CSCP, and CCP are a plus.

**Knowledge Requirements**

- Strong understanding of EPC-IC processes, tendering procedures, and the technical aspects of upstream energy projects.
- Ability to analyze complex technical and commercial information to develop competitive tender submissions.
- High level of accuracy and attention to detail in all aspects of tender preparation.