

Job Title: Tenders and Contracts Specialist

Description

The position of **Tender and Contract Specialist** is to support the Commercial Operations function in Salience and participate in the business development on a global level as well as to support the preparation of consultancy proposals and track contracts milestones for Salience's clients in the Middle East, Africa, and Europe.

Main responsibilities:

- Work closely with the Commercial Lead and support the development of consultancy proposals and tenders (EOIs, RFIs, RFQs and RFPs) for new projects in telecom infrastructure, regulatory, tower infrastructure, subsea cables, digital assessment, digital transformation, and other telecom fields, for clients such as The World Bank, EBRD, telecom regulators, government ministries, telecom operators and investors in the Middle East, Africa, and Europe.
- Work with telecom experts and secure the necessary inputs for the proposals
- Maintain a database of all client contracts highlighting key event dates, deliverable dates and client invoicing schedules. Work with project managers to ensure they are aware of contractual events and requirements.
- Track team actions lists by participating in team calls and chasing team members to deliver their actions, particularly in relation to billable milestones.
- Create monthly project reports for Salience management to understand the status of each project.
- Filter and analyze expenses submitted by consultants for each job and ensure that the expense is appropriate and posted against the correct project.
- Review days billed by consultants for each job and identify variances from the project plan and work with the resource manager to ensure that this is in-line with the consultant's contracts.
- Support the recruitment function of key telecom experts and identify new sales opportunities
- Search and secure partner companies for different project opportunities
- Contribute to the production of business collateral including white papers and client presentations.
- Have a flexible approach to work and travel; be able to manage time effectively and demonstrate high personal standards and attention to detail.

Requirements:

- At least 4 years of professional experience preferably in an international company
- Economics or technical graduate with good communications skills. A relevant MSc degree or MBA is a plus.
- High level of analytical thinking, be able to understand, document and explain all levels - from conceptual solutions to detailed data flows.
- Strong organizational skills, proactive creative thinking, and ability to meet deadlines
- Comfortable presenting ideas and solutions
- Experienced with tools such as MS Word, Power Point and Excel
- Knowledge and/or experience in management consulting or the telecom industry is not essential but preferred.
- Willingness to learn and develop, expanding skillset to include project management and/or telecom technical skills.

Please send a CV detailing relevant experience including full contact details for immediate and confidential consideration to jobs@salienceconsulting.ae. Those with appropriate experience will be contacted.