

PUBLISHED: 2025/11/13

TENDER ADMINISTRATOR

ABOUT US

Our philosophy: Unbounded Engineering

We believe true engineering knows no limits, no boundaries between disciplines, no barriers to innovation, and no restrictions on who can lead or how far we can go.

At Zimile, we're redefining what's possible by breaking through constraints and building a future shaped by purpose, creativity, and bold thinking.

We believe that infrastructure is more than concrete and steel – it is the foundation for opportunity, dignity, and human connection. Since our inception in 2009, we have been on a mission to engineer solutions that build the nation while uplifting its people. Every road we pave, every pipeline we lay, and every community we serve reflects our commitment to reshaping how infrastructure serves society – **bridging gaps in access, equity, and resilience.**

Transport

We see transport not just as a means to move people and goods, but as the veins of a thriving society. Whether it's designing rural access roads or urban mobility corridors, our solutions are smart, sustainable, and tailored for impact. We engineer with empathy - ensuring our infrastructure connects people to schools, clinics, jobs, and each other.

Water

Water is life, and equitable access is non-negotiable. At Zimile, we deliver water infrastructure that goes beyond compliance. Our approach integrates sustainability, community engagement, and technical excellence. We harness innovation to protect, distribute, and manage this vital resource - ensuring future generations inherit a healthier, water-secure world.

Innovation

Innovation is in our DNA. Whether it's leveraging digital tools, modern construction methodologies, or data-driven planning, we are constantly reimagining how infrastructure is conceived and delivered. Our diverse teams co-create with clients and communities - bringing fresh perspectives to complex challenges, and unlocking smarter ways to build resilience.

JOB SUMMARY

Zimile is seeking a detail-oriented and proactive Tender Administrator to provide comprehensive support to the tender team in ensuring the successful preparation, submission, and management of tenders. The role requires excellent organisational and communication skills, with the ability to coordinate multiple tasks and deadlines efficiently. The successful candidate will play a vital role in maintaining compliance, managing documentation, and supporting the company's business development objectives.

Location: Midrand

Job type: Full-time, Permanent

KEY RESPONSIBILITIES

- Provide comprehensive administrative and coordination support to the tender team throughout all stages of the tendering process, from initial opportunity identification to final submission.
- Coordinate and manage tender documentation, ensuring all submission requirements are met in accordance with client specifications, RFQ/RFP instructions, and company procedures.
- Review tender advertisements and platforms (such as eTenders, CIDB, and municipal websites) daily to identify relevant opportunities for the company.
- Register the company on relevant client and supplier databases (e.g. CSD, CIDB, municipalities, SOEs, and private sector portals) and ensure all registrations and compliance documentation are up to date.
- Download, compile, and distribute tender documentation and briefing notices to relevant internal stakeholders.
- Organise, schedule, and minute all key tender progress meetings, including kick-off, strategy, review, and sign-off meetings.
- Attend tender briefing sessions (both physical and virtual), take accurate notes, and communicate all relevant details and clarifications to the tender team.
- Liaise with subconsultants, suppliers, and joint venture partners to obtain quotations, capability statements, and supporting documentation required for inclusion in tender submissions.
- Maintain and update the tender tracking register to ensure all opportunities, deadlines, and outcomes are accurately recorded and monitored.
- Coordinate the internal tender approval process, ensuring all necessary authorisations, sign-offs, and quality checks are completed prior to submission.
- Assist in the preparation and formatting of company profiles, project experience schedules, organograms, CVs, and capability documentation as per tender requirements.
- Ensure that all tender submissions comply with Zimile's branding, quality, and document control standards.
- Manage and maintain the company's central repository of tender documentation, templates, and standard information.
- Keep records of all tender correspondence, addenda, and clarifications and ensure that the team is updated accordingly.
- Support the preparation of post-tender documentation, including clarifications, presentations, and supporting documents for negotiations or interviews.
- Assist in preparing and maintaining compliance documentation such as tax clearance certificates, BBBEE certificates, company registrations, professional registrations, and SHEQ documentation.
- Monitor and track tender outcomes, providing feedback to management and maintaining a database of awarded, unsuccessful, and pending tenders.

- Assist in compiling reports on tender statistics, win/loss ratios, and bid performance for management review.
- Build and maintain strong working relationships with clients, subconsultants, and other stakeholders to support business development objectives.
- Perform any other reasonable and related administrative duties as required to support the tendering, business development, and marketing functions of the company.

KEY SKILLS AND ATTRIBUTES

- Strong organisational and time management skills with the ability to manage multiple priorities.
- Excellent attention to detail and accuracy in documentation.
- Good written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to work both independently and collaboratively in a fast-paced environment.
- Professional and proactive approach with a strong sense of accountability.
- Understanding of tendering and procurement processes, ideally within the engineering or construction industry.

QUALIFICATION REQUIREMENTS

- Educational background:
 - National Diploma or Degree in Administration, Business Management, Supply Chain, or a related field.
 - Additional training or certification in Procurement, Tendering, or Project Administration will be an advantage.
- Professional experience:
 - Minimum of 3–5 years' experience in a similar role within a consulting engineering, construction, or infrastructure environment.
 - Proven experience in compiling and coordinating tender submissions for both public sector and private sector clients.
 - Familiarity with public procurement processes and tendering legislation in South Africa, including the Preferential Procurement Policy Framework Act (PPPFA) and Supply Chain Management (SCM) regulations.
 - Experience with the Engineering Council of South Africa (ECSA) project documentation standards and terminology will be beneficial.
 - Strong working knowledge of government and parastatal tender platforms, including National Treasury eTenders Portal, CSD (Central Supplier Database), CIDB, and relevant municipal SCM portals.
 - Demonstrated ability to manage tender compliance documentation such as tax clearance certificates, BBBEE certificates, CSD registration reports, CIDB gradings, SARS PINs, and company registration documents.
 - Experience liaising with subconsultants, suppliers, and joint venture partners, including the collation of supporting documentation and quotations.
 - Exposure to engineering and infrastructure project terminology and understanding of disciplines such as civil, structural, electrical, and environmental engineering.

TECHNICAL AND SOFTWARE PROFICIENCY

- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience in document formatting, PDF management, and version control.
- Familiarity with Adobe Acrobat, SharePoint, or other document management systems.
- Working knowledge of MS Teams, Zoom, and other virtual meeting platforms.
- Experience using CRM systems or tender tracking tools will be advantageous.

PERSONAL ATTRIBUTES

- Highly organised with exceptional attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to work under pressure and meet tight deadlines.
- Professional, proactive, and solutions-oriented approach.
- Strong interpersonal skills and ability to collaborate across multidisciplinary teams.
- Commitment to confidentiality, integrity, and compliance in all administrative tasks.

[**APPLY HERE**](#)