



MANAGER - PROPOSALS

JOB SUMMARY

The Manager - Proposals is responsible for successfully capturing business opportunities for Damus through the effective leadership of the Proposals/Estimating Department. The role is responsible for ensuring that Company's bids are technically compliant, commercially competitive, demonstrate commercial, technical and operational value to the client, deliver the targeted contribution margin and are submitted on a timely basis. The incumbent will lead a team of professionals in determining the approach, methodology, planning, and resources/costs involved in developing proposals which will require the involvement and coordination of several internal and external stakeholders. The Manager - Proposals receives support and guidance from the General Manager (GM) as required/requested and the function is also supported and guided by the Operation's Committee (chaired by the GM or designate), which reviews all bid opportunities and inter alia determines the extent of support required for bids that are of a significant magnitude and/or technical complexity.

KEY DUTIES AND RESPONSIBILITIES

1. In collaboration with and for the approval of the GM, define the commercial Goals and Targets for the organization and develop the strategy to achieve same.
2. The role will actively monitor global markets to identify opportunities and supply chains for the organization.
3. In collaboration with the GM, the COO and CSM, leads the creation of a developmental and continuous improvement plan for the Estimation Process. The improvement plan will include a review of the details of Bid Approval processes and the levels of Authority specified under the BOD approved financial limits for approval of Bid and Contracts.
4. Lead and direct the Company's activities in relation to bids, proposals, and contract negotiations while observing strict adherence to Company policies and procedures including the performance of risk assessments and mitigation measures/plans.
5. In collaboration with the GM and COO, direct the pricing strategy of the organization
6. Monitor and analyze bid results to continuously improve bid strategy and success rates and report on same. Report on and actively provide feedback on the effectiveness of the tendering process.
7. The role will ensure compliance and effective implementation of estimating standards and procedures for delivery of competitive proposals.
8. Review commercial contracts after award to ensure scope, technical and commercial requirements are consistent with those on which the bid proposal was based.
9. Responsible for the customer service delivery within all estimation activities:
 - (i) Regularly engage clients to ensure alignment of expectations.
 - (ii) Establish a relationship with all client stakeholders.
 - (iii) The Proposals Manager, in conjunction with the GM, the COO and relevant functional heads and certain subordinate staff are required to identify, develop and maintain the pipeline of opportunities for the organization.
10. The Manager Proposals will be expected to directly contribute to the operations, on an as needed basis, in terms of:
 - (i) Estimation planning.
 - (ii) Project Management.
 - (iii) Engineering inputs into the estimation process including design, quality assurance and risk management and mitigation.

Key Resource Areas (subject to review and approval of the GM)

- a) BOD approval of strategic plan regarding commercial activities within defined timeline(s).
- b) KPI's for all supporting departmental Staff and Managers supporting the Proposals Department developed and communicated within defined timeline(s).
- c) Revised estimation process within defined timeline(s).
- d) Activity /Volume: increase in number and value of bid(s).
- e) Win Rate.
- f) EBITDA improvement within defined KPI(s).
- g) Quality, HSSE & Performance Management Processes.

Note: The Addendum attached is an essential part of this Job Summary.



MINIMUM QUALIFICATIONS & CERTIFICATION

- B.Sc. Degree in Engineering (Mechanical or Civil).
- PMP/Professional Certification in Project Management would be an asset.
- Competence or familiarity with mechanical and structural engineering designs will be an asset.
- Proficiency in MS Projects and/or Primavera scheduling software.
- Proficiency in MS Office Suite.
- Proven competence in the preparation of estimates related to construction and maintenance work (including plant TARs) performed by mechanical contractors on heavy and light industrial plants and tank farms, including fabrication and field installation of:
 - Process piping
 - Structural Steel
 - Static Equipment
 - Above ground steel storage tanks
 - Scaffolding
 - Civil works (working knowledge of E&I would be an asset)
 - Insulation
 - Painting
 - Heat Treatment
 - Non Destructive Examination
 - Working knowledge of cranes, rigging and lifting
 - Construction equipment
- Familiarity with the use of engineering codes.
- Proven competence in the use of estimating norms, published estimating standards and estimating software in the preparation of estimates.
- Minimum of ten (10) years' industry experience in engineering, maintenance or construction.
- Minimum of five (5) years' experience in Estimating, Scheduling/Planning.
- Minimum of three (3) years' experience managing senior technical and professional roles.

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ADDENDUM TO YOUR JOB DESCRIPTION – Please read and ensure that you understand the contents of this Addendum as you are required to sign below indicating your understanding and agreement to hold yourself and your direct and indirect reports accountable for conduct that conforms with the standards enshrined in this Addendum.

VISION STATEMENT:

To be the Caribbean's premier mechanical construction and integrated maintenance services provider by delivering safe, efficient and high quality solutions to our customers.

VALUES

We will continue to be a privately held business strongly rooted in the entrepreneurial spirit and core values that have guided and informed our activities since 1973.

- **Ethics.** We shall conduct our business with transparency, integrity, fairness and personal accountability.
- **Excellence.** We shall demonstrate excellence in the delivery of products and services to our customers and in our interactions with all stakeholders via engagement of competent people, innovation and the application of appropriate technology.
- **Fair Return.** To assure longevity and sustainability of our business, we shall earn a return that is fair to our company and to our customers.
- **Health Safety and the Environment.** We are committed to mitigate the risks associated with our business to assure the well being of all people, other species, the environment and assets. We firmly believe that all accidents can be avoided and will not compromise on our goal of an accident free workplace.
- **Mutual Respect.** All stakeholders shall be treated with respect thus promoting relationships and a culture of openness, empathy, teamwork and trust.
- **Sustainability.** We shall continuously learn from our past, realistically assess our present state and manage our business to deliver profitable results through disciplined planning and committed action.

HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES:

1. Follows Damus' HSE policies and ensures/promotes a safe working environment applying knowledge of all relevant safety requirements according to Company and Industry standards.
2. Provides information and instructions to subordinates in order to ensure the effective implementation of the Company's HSE management systems.
3. Ensures that all company HSE policies are enforced within the Department.
4. Ensures that all near misses, incidents and accidents within the Department are reported, investigated and analyzed as outlined in the Incident, Reporting, Investigation and Analysis Policy.
5. Take appropriate action to mitigate unsafe acts or conditions.
6. Assists required, in identifying hazards and advising all employees of any potential or actual dangers and how to isolate, prevent or mitigate them.
7. Demonstrates appropriate competencies and safety awareness in using any tools and equipment.
8. Performs and encourages good housekeeping practices.

CORE BEHAVIOURAL RESPONSIBILITIES

1. Ensures that personal conduct, behavior and quality of work conform to the Company's Values, Policies, Standard Operating Procedures (SOPs), practices and standards and enforces compliance of same
2. Leads by example and demonstrates a quality focused, positive and disciplined work attitude. Lead and manage subordinates and other relevant personnel through appropriate guidance, instructions and direction as required defining roles, responsibilities and accountabilities for designated group.
3. Organizes work/task to efficiently and effectively use resources (time, materials, money, manpower etc).
4. With discretion uses initiative to find solutions to unexpected situations and problems encountered.
5. Demonstrates flexibility in various work conditions and adjusts when faced with challenging situations.



6. Demonstrates commitment on the job as required through punctuality and reliability, timely execution of decisions and completion of tasks/assignments. Precise in carrying out work and task assignments to achieve the required output.
7. Actively develop direct reports in customer facing technical roles to deliver service excellence, identify business opportunities and strengthen the Company's brand.
8. Promotes and cultivates a culture of coaching, learning and teamwork. Undertake performance planning and appraisal for assigned team members, clarify performance expectations, provide coaching/mentoring, and take required action(s) to address performance problems, competency gaps and career progression consulting with appropriate Management and HR as required.
9. Adopts and demonstrates the attributes of a team player or works independently as required.
10. In collaboration with the HR function, identify and facilitate the developmental needs of subordinate staff.
11. In collaboration with the Board of Directors (B.O.D) and the Senior Management Team as necessary, identify a succession plan for the critical roles supervised to ensure business continuity.
12. Participate as required in the screening and selection of leadership candidates.
13. Upgrades knowledge and competencies as required because of changing work environment and technology; demonstrates willingness to learn outside of current classification.

KEY GENERIC COMPETENCIES / REQUIRED KNOWLEDGE

- Applicable working knowledge of Human Resource Information Systems.
- Working knowledge of the Standard Operating Procedures (SOPs) and Policies of the Company including documentation such as the relevant Collective agreement(s), the Industrial Relations Act and the relevant sections of the OSH Act 2004 as amended 2006.
- Working knowledge of the relevant ISO 9001 Quality Management System/Standards that enables ability to provide appropriate Executive leadership that assures the application and integration of the system/standards in the Company's operating policies and procedures.
- Effective communication skills (oral and written).
- Computer Literacy skills - Microsoft Suite - Intermediate Level - Word and Excel, Other software as applicable to job function.

BEHAVIOURAL COMPETENCIES

(Defined and detailed in Damus' Leadership Competencies Framework)

- Delivering Results through People
- Analytical thinking
- Working with Others
- Leading and Managing
- Learning and Improving
- Health and Safety
- Future Focused
- Verbal and Written Communication

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