

Senior Proposal Manager



tvt07998@gmail.com

Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 24, 2025

Published : Jan 06, 2025

Employment Status : Full Time

Experience : Any

Salary : As per company salary scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About HPL:

Honest Public Ltd (HPL) delivers exceptional management services across Afghanistan, specializing in supply, logistics, security, customer care, consultancy, and construction. **With over 1,500 staff**, we provide reliable, tailored solutions, ensuring quality, professionalism, and efficiency to help businesses operate safely and effectively while achieving maximum client satisfaction.

Job Description:

- Prepare and write detailed proposals, ensuring compliance with client specifications and industry standards.
- Coordinate and manage the entire proposal development process, including drafting, editing and reviewing content.
- Identify and address potential risks, challenges, and opportunities during the proposal development stage
- Gather proposal information by identifying sources of information, coordinating submissions and collections, identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance.
- Evaluation writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Track and monitor the progress of proposal submissions, ensuring deadlines are met and all necessary documentation is included.
- Stay updated with industry trends, market conditions, and best practices to enhance proposal writing strategies.
- Attend site visits
- Regularly check websites for any upcoming business opportunities.
- Perform any other activities as assigned by the supervisor.

Job Requirements:

- **Education:** Bachelor's degree in Business Administration, Marketing, Project Management or any other relevant field.
- **Experience: Minimum 10 years** of proven experience in project management, with a specific focus on cost estimation and proposal writing.
- Languages: Proficiency in both national languages and Excellent communication skills in English
- In-depth knowledge of cost estimation methodologies, including quantity take-offs, labor, material costs, and indirect expenses
- Proven experience in preparing and submitting successful **proposals, RFP, and bids**.
- Strong technical writing skills with the ability to communicate complex concepts effectively
- Excellent organizational and project management skills to handle multiple proposals simultaneously and meet deadlines.
- Demonstrable competency in strategic planning and business development
- Experience in fundraising will be considered as asset
- Strong attention to detail and ability to review and edit technical content for accuracy and clarity
- Understanding of business functions such as HR, Finance, marketing, etc.
- Self-motivated, Quick learner with a positive attitude.
- Cooperative and team-working skills
- Being flexible regarding working hours.
- Disciplined, honest, professional, and hard worker.

Submission Guideline:

1. To apply for the position, please follow these steps:

- Open the link: [HPL JOB APPLICATION FORM](#)

1. Important Notes:

2. Applications received after the closing date will not be considered.
3. Only shortlisted applicants will be contacted.
4. If you encounter any issues during the application process, please contact us at 0202201261 or email hr@hpl.af. (Please note: This email is not for CV submissions.)

Submission Email:

visit this website (jobs.hpl.af) or click the link above "HPL JOB APPLICATION FORM"

Education & Experience

Bachelor's degree in Business Administration, Marketing, Project Management or any other relevant field.

Must Have

One Year (with possible extension based on performance)

Educational Requirements

Compensation & Other Benefits
