



JOB DESCRIPTION FORM

Job Title: CIF M&S SSC – Subject Matter Expert / Tendering and Proposal Manager – Oil & Gas.
(CIF – Commodities, Industry & Facilities division of Bureau Veritas; M&S – Marketing & Sales, SSC - Shared Service Center)

Entity: Bureau Veritas Industrial Services (India) Private Limited

Location: Mumbai

Reports to (job): General Manager – Marketing and Sales

➤ Purpose of Position

- The job incumbent is responsible for managing in a lean and efficient manner the tendering and proposal process relating to Industry & Facilities Businesses, in particular for those corresponding to global (BV worldwide network) opportunities and global frame contract in the strategic markets & initiatives in Oil & Gas
- He / she perform the job within the framework of the BV Quality Assurance System, the Code of Ethics and the BV Group policies.

It entails the different tasks among which the main ones are

❑ Set the governance

- To design, write and finalize the global procedure to manage the large contract O&G Tenders with the GSRC (Global Sales Replication Center) Involvement.
- To put in place agile methods
- To define metrics to assess the timely performance (qualitative and subjective) of tendering process
- To manage and coordinate the tendering process in due consideration of Oil & Gas GSL priorities

❑ Focus on rationalisation

A large chunk of the tendering process within Bureau Veritas lies on the ability to submit relevant and suitable credentials, references and CV and fulfil to the tender requirements. Despite each tender is specific, it is to a certain extent made of similar information or document. As a way to rationalise, the incumbent shall

- Develop a standard set of readily available documentation constantly updated.
- Make sure of consistency of information sent to Global Key Account especially as part of the Frame Agreement contracts
- Promote a BV tender mark consistent with BV communication policy
- Review list of reference, typical cases and presentation for each category of O&G services (Upstream – Capex / Opex Downstream – Capex / Opex, On-shore and Offshore, LNG Etc.....) and suggest the appropriate Go-To-Market Strategy
- Manage the CV
- Validate and organise the Library of scope of work based on services provided by BV till date within O&G (Construction Yard, Vendor Inspection, QC etc...)
- Write dedicated Scope of Work for tendering purpose

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JD Approved by : Nicolas MEY

Business Line: CIF

JD Approval Date: 31st Jan. 2020

Prepared by: Avinash SANKHE / Ravi VERMA

Reference : TPM-GSRC Project

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- Propose optimised project organisation for a tender leveraging on tax provisions applied in the different concerned countries, BV set up, network strength and capability.
- Constantly iterate to maintain the above up to date

□ Share knowledge and collaborate with BV network

Whereas the GRSC manages the preparation of large tenders, it is of utmost importance that BV network benefits from the knowledge acquired and developed by the GRSC. As a result, the incumbent shall

- Promote and share information to the BV main stakeholders for them to leverage on latest market trend or request
- Develop alternative scope or package new Scope of Work (SOW) as services or solutions emerge from BV network.
- Benchmark global tenders scope to propose alternative scope reinforcing the BV differentiation
- Support the BV network with an support or references needed to
- To work closely with main stakeholder to support them
- To understand of the O&G Scope of work within BV including scope of services, solutions, activities, solutions
- Build knowledge sharing platform for improving relationship and communication with network
- Identify key resources in countries for key positions for Project Management / SMEs etc., Configuration of the Skill Matrix per country for O&G
- List out and maintain key take away and client feedback in selected few large contracts performed previously by BV. Suggest the ideas to ensure a good level of satisfaction of the clients of the market.

➤ Roles & Responsibilities for HSE and Social Responsibility

- Abide by the BV Cardinal rules in all situations.
- Abide by the Group commitment towards sustainability, respect to individual and social responsibility
- To comply company HSE requirements e.g. policies, Procedures, guidelines etc. and local legal requirements on HSE as applicable
- Immediate reporting of any shortcomings on HSE i.e. any incident, unsafe work practices / conditions to his/her immediate Line Managers.
- Sharing opportunities for improvement on HSE aspects

➤ Criteria for Performance Evaluation (KPIs)

QUALITATIVE:

- Enablement of GSRC team to respond to complex and large tender opportunities
- First time through technical proposals
- Feedback from network

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➤ **Qualification and Experience**

- Any Graduate Engineer & MBA in Project Management or equivalent from any recognized University.
 - At least 10-15 years of experience in O&G Technical Areas of Operations and tender and proposal.
 - Experience in professional services industry is preferred.
 - Must have International exposure and experience dealing with large and diverse international tenders
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➤ **Skills & Qualities:**

- Excellent communication skills in English – oral and written
 - Should be a 'Go to Market' attitude personnel with ability to connect people, client contacts at higher level & should be able to convert contacts into business.
 - Process Minded (rationalizing and improving existing process) yet strategic Thinking (propose workable project organization, identify trends, differentiation factor)
 - Leadership
 - Influencing (Internal)
 - Desirable: experience in the digital transformation and collaborative platform
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The Job Description is subject to change from time to time, as per the requirements of the Company and the competencies / qualifications you may acquire in future.

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