

The ITD section of Sunlabob works predominantly on tender projects throughout Asia, Africa and the Pacific funded by organisations such as the World Bank and the UN.

At present we require someone to help us facilitate more efficient running of our bidding process and project management. We have identified some of the steps required for this to happen however haven't had time to dedicate towards implementing them. There are three key elements we'd like to introduce:

1. Introduction of project management software. Actively use project management software for all new projects but also update the software to include ongoing or recently submitted projects.
2. Integrate a database system where based on component selection and other inputs, required documentation would be automatically selected – this will need to work in with the Engineering Department.
3. A template for all submissions is required so Sunlabob submissions follow an easy to follow pattern that eliminates errors and makes tender preparation more straightforward.

These steps integrate into one another somewhat so having a dedicated person to develop these would be very helpful.

During busy periods of tender submissions other tasks will be delegated to assist with smooth operation.