



<https://internforza.online/job/siemens-energy-yes-programme/>

Siemens Energy YES Programme 2025 – Bid Coordinator Role in Midrand

Description

Siemens Energy is inviting young, driven South African nationals to apply for its Youth Employment Service (YES) Programme as a Bid Coordinator. This programme aims to empower youth with hands-on industry experience while contributing to national development.

As a Bid Coordinator in the YES Programme, you will work alongside professionals across various departments, helping to streamline and manage the full bid and proposal process. This is an exciting opportunity for graduates or early-career professionals looking to break into the energy and engineering sector.

Key Responsibilities

- Define, schedule, and manage end-to-end bid and proposal preparation processes.
- Collaborate with key internal stakeholders including Sales, Legal, Projects, Service, and Commercial teams.
- Drive continuous improvement in the bid management process.
- Communicate bid timelines, workflows, and updates effectively across departments.
- Enhance operational efficiency and ensure timely responses to RFPs (Requests for Proposals).
- Review RFPs to ensure compliance and alignment with proposal strategy.
- Determine proposal scope, deliverables, and deadlines.
- Coordinate the sourcing and storage of standard bid collateral and documents.
- Ensure branding consistency in final bid packages to support Siemens Energy's brand identity.
- Apply quality checks and ensure compliance standards are met throughout the process.

Minimum Requirements

- South African citizenship (compulsory)
- Minimum Matric / Grade 12 qualification
- Strong computer skills – proficiency in MS Office (Word, Excel, PowerPoint)
- Excellent communication skills – written and verbal
- Detail-oriented with strong organizational skills

Preferred Qualifications and Experience (Advantageous)

- Tertiary education (diploma or degree in Business, Administration, or relevant field)
- 1–2 years' experience in Bid/Tender Management or similar role
- Knowledge of proposal development processes, rules, and requirements
- Experience working under pressure in fast-paced environments
- Self-motivated and customer-focused with a problem-solving mindset

Hiring organization

Siemens Energy

Employment Type

Intern

Duration of employment

12-months

Industry

Renewable Energy Power Generation

Job Location

Midrand, Gauteng, South Africa, Midrand, Gauteng, South Africa

Working Hours

09

Date posted

June 29, 2025

Valid through

29.06.2029

- Ability to multitask, prioritize, and deliver on tight deadlines
- Team player with leadership potential and the ability to inspire collaboration

Why Join Siemens Energy?

- Be part of a global energy leader committed to innovation and sustainability.
- Gain real-world experience through mentorship and structured development.
- Contribute to real projects with national and international impact.
- Join a supportive and diverse workplace where your growth matters.

How to Apply

Apply online through the official Siemens Energy careers portal:

[Apply Now](#)