



Role: Tender Administration Specialist

Area: Business Services

Sub-Area: Supply Chain

Location: Cork / Dublin

Salary: Competitive

Duration: Specific Purpose **Ref:** GNI980

Gas Networks Ireland operates and maintains Ireland's €3bn, 14,725km national gas network, which is considered one of the safest and most modern renewables-ready gas networks in the world.

Almost 725,000 Irish homes and businesses trust Ireland's gas network to provide efficient and reliable energy to meet their heating, cooking, manufacturing and transport needs.

The gas network is the cornerstone of Ireland's energy system, securely supplying more than 30% of Ireland's total energy and over 40% of the country's electricity generation.

Gas Networks Ireland is aiming to deliver a repurposed, resized and fully decarbonised gas network by 2045. Its "Pathway to a Net Zero Carbon Network" envisions transforming the existing gas network into two separate systems carrying 100% renewable gas, one dedicated to biomethane and the other to green hydrogen, with the potential to carry approximately 30% biomethane and 70% green hydrogen, as well as offering significant long term energy export opportunities.

Gas Networks is an organisation with a very strong legacy and a culture founded on pride in our purpose, to keep Ireland's energy moving, and commitment to our vision, to be at the heart of Ireland's energy future. Our organisational values demonstrate what is important across the organisation including building on our experience across our organisation to build towards our sustainable future, doing what's right for each other and for the people and communities that we serve and finally energised for the change of our future towards a renewable energy landscape. Throughout your career in Gas Networks Ireland, you will be part of an organisation that has a strong commitment to supporting and developing our workforce today and into the future. You will also have an opportunity to get involved in our ambitious iBelong programme ensuring a diverse, equitable and inclusive environment for us all to thrive. Finally, our Time to Talk Mental Health programme and our wellbeing initiatives ensure we provide support across many areas as you work in our organisation.

The Role:

The Tender Administration Specialist will play a key role in supporting the Supply Chain function in the delivery of compliant, efficient, and well-documented tendering processes across the organisation. This includes coordinating the preparation and publication of tender documentation, managing submissions, and ensuring all procurement activities are aligned with internal policies and external regulatory requirements.

The successful candidate will be responsible for delivering a high-quality and efficient e-Sourcing process, in line with the Supply Chain strategy and best practice tools and methodologies. Reporting to the Supply Chain Reporting & Compliance Manager, the role will

involve close collaboration with cross-functional teams and will contribute to the overall effectiveness and governance of the supply chain function.

Duties and Responsibilities:

- Co-ordinate and execute all tender administrative and transactional services with the relevant Supply Chain team members.
- Establishment of key tender milestones in tandem with tender administration processes to ensure they are accurately completed in order to meet deadlines.
- Coordination of the detailed content / requirements to be included as part of the tender documentation with the relevant procurement team members.
- Ensure compliance with procurement legislation and internal governance standards.
- Upload the advertisement of OJEU Notices in the EU Journal and eTenders.
- Publish cross-border competitions on GNI website.
- Issue tender correspondence at pre and post tender stage in line with internal and external guidelines.
- Input to tender clarifications where relevant.
- Support the opening of hardcopy tender submissions, storing and appropriate archiving of all tender documentation. Report on procurement tender outcomes and supplier selection.
- Co-ordinating courier collections of hardcopy tender documentation.
- Assist in the maintenance of Tender Administration Process documentation.
- Ensure all documentation is managed, saved and updated in line with internal protocols.
- Liaise with functions across the business as necessary in the completion of tender documentation.
- Raise potential risks and issues in relation to the tender process as necessary.
- Adopt a 'one team' culture.
- Perform other duties as required from time to time.

Knowledge, Skills and Experience:

- Relevant experience in a tendering / procurement capacity.
- Minimum 3 years administering and managing a process and system.
- Experience in a Shared Services or Customer Service environment is desirable.
- Knowledge of relevant commercial legislation and regulations for procurement of services and goods for Utility businesses is desirable.
- Ability to identify and analyse problems and potential improvements and propose and implement solutions.
- Proven effective time management skills with the ability to prioritise and remain focused.
- Strong business acumen, communication and negotiation skills.
- PC skills required: extensive use of Microsoft Excel and Word.
- Ability to work with others to ensure success in the performance of a team.
- Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner.
- Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary.
- Proactively identifying new areas of learning and using newly gained knowledge and skill on the job.

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
recruit@gasnetworks.ie

The closing date for receipt of applications for this vacancy is the **6th November 2025**
Please note that applications submitted after this closing date will not be accepted.

Gas Networks Ireland is an equal opportunities employer

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called iBelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

GNI will only hold your data for as long as necessary. By providing a CV to GNI you are agreeing for GNI to process this information about you. If you have any question about how GNI processes your data, please see our [Privacy Notice](#). If you have further questions, you can contact us at DataProtection@gasnetworks.ie