

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional for the following position in the area of **Logistics, Communications & Marketing**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

04	Position / Job Title	Procurement Executive – Tender (OG-I / AVP)
	Reporting to	Department Head – Tender
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC • Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred
	Experience	• Minimum 05 years of work experience in Centralized Procurement function of bank(s) and / or MNC(s) and / or conglomerate(s) and / or public sector organization(s) • Candidates having experience of procurement as per PPRA rules would be preferred
	Other Skills / Expertise / Knowledge Required	• Good administrative and interpersonal skills • Sound knowledge of expense / vendor management • Excellent problem-solving, analytical, and time-management skills • Trainings on EPADS or other Federal / Provincial public procurement regulatory authority’s platforms in Pakistan, shall be preferred • Ability to communicate ideas, pay attention to details, prioritize and accomplish tasks • Proficient in MS Office suite (Outlook, Excel, Word, and PowerPoint)
	Outline of Main Duties / Responsibilities	• To assist the line manager in procurement of general items and office equipment through Bank’s procurement process, while ensuring quality, safety, and cost-effectiveness • To ensure that procurement transactions / process (Standard Bidding Document) are conducted in a transparent manner, adhering to PPRA Rules • To solicit participation of qualified contractors and suppliers in the procurement process and to assure equity for all parties / participants involved in the procurement process • To ensure compliance of procurement process with PPRA rules, applicable federal & state laws and regulations • To manage cases for redressal of grievance of bidders and communicate settlement in light of applicable rules • To assist and participate in Committees related to procurement decisions and timely recording of minutes • To ensure that working environment is in line with industry’s best practices, thus eradicating any corruption, corrupt practices or unethical act in the procurement process • To ensure adherence to Bank’s relevant rules, regulations and SOPs at all times • To keep record of all procurement activities as assigned by the line manager • To process financial approval notes and payments to suppliers as per Bank’s rules • To conduct both internal and external audit • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi

Interested candidates may visit the website **www.sidathyder.com.pk/careers** and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for test / interview.

National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.