

“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 professionals 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 Officer – Tender (OG-II /OG-I)
	Reporting to	Department Head – Tender
	Educational / Professional Qualification	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Minimum 03 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 through Tendering process as per PPRA rules would be preferred
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good administrative and interpersonal skills • Sound Knowledge of expense / vendor management • Excellent problem-solving, analytical, and time-management skills • Trainings on EPADS (e-Pak Acquisition & Disposal System) or other Federal / Provincial public procurement regulatory authority’s platforms in Pakistan • 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	<ul style="list-style-type: none"> • To assist the department head in preparing & implementing Public Procurement Strategy / Plan • To ensure implementation and compliance of SOPs and timely delivery of equipment across Bank’s network • To develop the Standard Bidding Document (SBD) / Tender for the variety of goods and services as required for the Bank • To analyze the demand and plan accordingly for its procurement • To conduct bid-opening meetings with internal and external stakeholders as per Bank’s rules, regulations and SOPs • To ensure timely posting of all tenders, contracts / purchase orders on PPRA / NBP website as well as on EPADS • To maintain comprehensive and up-to-date documentation of all procurement activities, ensuring proper filing for audit, compliance, and reporting purposes • To process approval notes and payments of suppliers as per Bank’s rules, regulations and SOPs • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi
	Assessment Test / Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).
	Employment Type	The employment will be on contractual basis, for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank’s policy / rules.

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.