

“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:

01	Position / Job Title	Wing Head – Procurement (VP / SVP)
	Reporting to	Divisional Head – Procurement
	Educational / Professional Qualification	<ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having a Master’s degree and / or relevant diploma(s) and / or certification(s) would be preferred</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>• Minimum 08 years of working experience in Centralized Procurement function of bank(s) and / or MNC(s) and / or conglomerate(s) and / or public sector organization(s), out of which at least 02 years of experience as Head of Department / managerial role</li> <li>• Candidates having experience of procurement as per PPRA rules would be preferred</li> </ul>
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> <li>• Strong analytical thinking with sound business acumen and effective problem-solving abilities</li> <li>• Proficient in planning and implementation, with a proven ability to drive change and improvements</li> <li>• Effective time management skill and ability to work efficiently under pressure or in ambiguous situations</li> <li>• Proven leadership skills to manage and guide a medium-sized team successfully</li> <li>• Knowledge of PPRA rules including tendering and spot buying</li> </ul>
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> <li>• To assist the Divisional Head (Procurement) in procuring goods and services as per Bank’s internal procurement process and in compliance with PPRA rules</li> <li>• To ensure timely delivery by prioritizing tasks and implementing strategies for quality control, cost efficiency, expense management, demand &amp; supply management, and category sourcing</li> <li>• To review RFPs and bidding documents to maintain overall quality, accuracy, and consistency, collaborating with end-users to ensure compliance with PPRA rules</li> <li>• To organize and facilitate committee meetings related to tender openings, technical and financial evaluations, and coordinate with relevant departments on procurement process</li> <li>• To ensure transparency in procurement transactions, promoting fair and open competition in accordance with the Bank’s policies, regulatory requirements, PPRA rules, and other applicable laws</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
	Place of Posting	Lahore
	Assessment Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for 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](http://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 interview.

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