

“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** based in **Karachi**.

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

01	Position / Job Title	Department Head - Tender (AVP / VP)
	Reporting to	Wing Head – Procurement (South)
	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 of Pakistan • Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 06 years of work experience in Procurement of Goods & Services, out of which at least 02 years in managing procurement through Tendering process • Candidates having experience in Public Sector Organization will 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 • Good analytical 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	<ul style="list-style-type: none"> • To manage end-to-end procurement of goods and services in compliance with Public Procurement Regulatory Authority (PPRA) rules and the Bank’s Procurement policy • To develop and monitor Procurement Plans, ensuring alignment with organizational priorities and timely execution • To oversee preparation of bidding documents, contracts, and procurement correspondence, ensuring compliance with regulatory and internal requirements • To ensure transparent and competitive procurement processes, providing equal opportunity to all eligible bidders • To lead vendor sourcing and management, maintaining a pool of qualified suppliers and ensure cost-effectiveness and quality • To ensure compliance with applicable laws, PPRA rules, and internal SOPs, while proactively addressing audit observations • To manage grievance of bidders and ensure fair and timely resolution in line with rules • To participate in and support procurement committees, ensuring proper documentation, including minutes and evaluation reports • To oversee financial approvals, procurement documentation, and supplier payments, and ensure adherence to financial controls • To maintain complete procurement records and lead internal / AGP audits, ensure transparency, accountability, and process improvements • To perform any other assignment as assigned by the supervisor(s)
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 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.