

**CAREER OPPORTUNITY**

ZTBL is a renowned specialized financial institution with a wide network of Branches all across the country is inviting applications from energetic and challenge-oriented professionals with proven track record and capacity to perform as a catalyst for transformation in a challenging environment. The individuals who fulfill the below-mentioned basic eligibility criteria may apply for the following position:

<b>Position:</b>	<b>Officer - IT Procurement</b>	No. Of Positions: 02	<b>Level</b>	AVP
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**Basic Eligibility Criteria:**  
Responsible for all IT Procurement administration maintenance and support

<b>Academic / Professional Qualification:</b>	Bachelor / 16 years of education in MBA/Finance/BBA/MPA/BS(CS)/BS(IT)/MCS duly recognized by HEC
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>At-least 08 years of post-qualification relevant professional experience in comparable position in a reputed private/public sector organization.</li> <li>Including 05 Years of relevant experience in any reputable Public Sector organization</li> <li>Must possess verifiable experience, Preference will be given to candidates having relevant experience.</li> </ul>
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<b>Other Skills / Expertise/ Knowledge Required:</b>	<ul style="list-style-type: none"> <li>Must have Public Procurement Rules &amp; Regulations Skills.</li> <li>Strategic Procurement Automation &amp; Management Skills, negotiation strategies</li> <li>Budgeting and Audit &amp; Inspection management Skills</li> <li>Must have knowledge of ERP based procurements and inventory management.</li> <li>Must have inventory management skills</li> <li>Excellent communication and coordination skills. Team Management, Leadership Qualities, self-driven, supportive and goals oriented</li> <li>Ability to manage a medium/large size team, through team management, interpersonal skills.</li> <li>High level of integrity and negotiation skills</li> </ul>
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**Outline of Main Duties / Job Responsibilities:**

- Propose and implement automation of procurements in ZTBL in compliance to PPRA rules & regulations.
- Facilitation in end to end IT-Procurements in line with PPRA rules & regulations.
- Preparation of IT-CAPEX & OPEX budgets and arranges its implementation.
- Arrange timely delivery of deliverables, capitalization, tagging and annual physical verification assets.
- Arrange auction of unserviceable items.
- To collect and review the financial data and build the budget allocations
- To draft contracts, Service Level Agreements and reporting requirements in line with business requirement.
- Monitoring of vendor's performance and ensure timely payments.

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>We Offer competitive remuneration package geared towards attracting best talent in the market.</li> <li>Applicant must have at-least second division (i.e. 45% marks or equivalent CGPA of 1.4/4.0 or 2.4/5.0) in degree on basis of which he is applying or eligible.</li> <li>Dual nationality holders are not eligible to apply for the post.</li> <li>Only short-listed candidates will be called for interview.</li> <li>Interested candidates may apply online through website: <a href="https://ztbl.rozee.pk">https://ztbl.rozee.pk</a> and <a href="https://www.ztbl.com.pk/jobs">https://www.ztbl.com.pk/jobs</a></li> </ul>
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<b>Employment Type:</b>	03 Years Contract under SR-2005 (extendable on performance basis).
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<b>Age Limit:</b>	40 Years Maximum (as on closing date to apply)
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| <ul style="list-style-type: none"><li>• Advertisement Date: 25-June-2023</li><li>• Closing Date of Advertisement: 16-July-2023</li></ul> |
| <b>Note:</b> Applications received after due date will not be considered. No TA/DA shall be admissible for interviews.                   |
| <b>ZTBL is an equal opportunity employer - Women are encouraged to apply.</b>  |

**Please note that any kind of external/internal influence or SAFARISH in Recruitment process would lead to cancel the credentials of candidate and applicant would be immediately BLACKLISTED.**