

CAREER OPPORTUNITY

ZTBL, 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:

Position:	Head Procurement	No. Of Positions: 01	Level	SVP
Basic Eligibility Criteria:				
Academic / Professional Qualification:	<ul style="list-style-type: none"> The candidate must have minimum Bachelor Degree duly recognized by HEC. 			
Experience:	<ul style="list-style-type: none"> Minimum 12 years post qualification experience in any reputed Bank or financial institutions or Public organizations. More than 04 years' public procurement management experience in a centralized procurement functions in any Public sector organization. 			
Other Skills/ Expertise/ Knowledge Required:	<ul style="list-style-type: none"> Through understanding of public procurement rules, strategic procurement managements and sourcing methodologies. Procurement rules certification/trainings shall be preferred Must have knowledge of preparation of annual procurement plans and IT-CAPEX & OPEX budgeting. Auditing and Inspection skills to facilitate internal and external audit & inspection teams. Excellent negotiation, contract & SLA management and vendor management skills. Self-motivated and constantly striving to improve Technology & Digital solutions through collaboration. 			
Outline of Main Duties / Job Responsibilities:	<ul style="list-style-type: none"> Develop and implement the procurement strategy aligned with the organization's goals and objectives. Management of procurement staff in (and across) sourcing, contracting, transactional purchasing, supplier management, and miscellaneous internal procurement support activities Collaborate with senior leadership and relevant stakeholders to understand procurement requirements and devise annual procurement plans that support business objectives. Continuously monitor market trends, industry dynamics, and supplier capabilities to drive innovation, value, and competitiveness in procurement. Develop and manage the procurement budget, monitoring expenditure and ensuring adherence to financial targets. Conduct financial analyses, market research, and benchmarking to identify cost-effective alternatives and make informed procurement decisions. Define team objectives, performance metrics, and goals to ensure the effective delivery of procurement services. Maintain accurate and up-to-date procurement records, including purchase orders, contracts, invoices, and delivery receipts. Develop and maintain an IT asset management framework and processes. Prepare reports and analytics on procurement activities, vendor performance, and cost savings. Implement asset disposal procedures in line with organizational policies and environmental guidelines. Establish and maintain strong relationships with suppliers, vendors, and service providers. Lead supplier selection and evaluation processes, ensuring the selection of reliable, high-quality suppliers. 			
Eligibility	<ul style="list-style-type: none"> 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. Applicants relieved under any Golden Hand Shake Scheme/ Voluntary Separation Scheme (by whatever name) from Public Sector Organization for a period of five years are not eligible to apply. Applicants retired from any service under any Government (i.e. Federal or Provincial) or from any organization, body, authority or establishment owned or controlled by any Government or in which any Government has controlling share or interest are not eligible to apply. It is the requirement of the Bank that applicant should possess HEC verified degrees as well as previous experience certificates (in original) at the time of interview. Age of the candidate shall not be more than 55 years as on deadline for submission of application. Interested candidates may apply online through website: http://jobs.hrs-int.com/ and https://www.ztbl.com.pk/jobs 			

Employment Type:	The position will be contractual for an initial period of 3 years with option of further extension on satisfactory performance. Market Competitive remuneration will be offered.
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- Advertisement Date: 25-June-2023
- Closing Date of Advertisement: 16-July-2023

Note: Applications received after due date will not be considered. No TA/DA shall be admissible for interviews.

ZTBL is an equal opportunity employer - Women are encouraged to apply.

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.