

### **Senior Officer Procurement - Karachi**

Postgraduate degree/Masters MBA from a HEC recognized university, 05-10 years working experience of a reputable Bank.

#### **Profile:**

Awareness of banking Industry& PPRA rules, Procurement, local market connection.

#### **Main Duties & Responsibilities:**

- Assist GSD Head or inline manager procurement in all the matters related with procurement/branch requirement/coordination with vendors, internal customers.
- Deals in all types of Renovations, Procurements & Disposals (Branches & Other Offices).
- Managing Tenders as per PPRA rules & regulations for Procurement of the Bank including but not limited to Constructions, Consultant and Services works.
- Manage Contract Agreements with contractors & service provider firms.
- Maintained payments records of vendors as per agreed terms & conditions (Only Fixed Assets items).
- Visit and manage all repair/ renovation works at site (inclusive Saturday & Sunday - If needed).
- Proper filing regarding general asset procurements in adequate manners also develops in soft form.
- Drafting Tender Notices, Tender Documents, Tender evaluation reports, Tender Agreements, Executive notes & Memos.
- Maintained banks vehicle fleet records (Bank owned vehicles only).
- Support administrative matters for the Department. Repairs and Maintenance, Janitorial, Photocopy and Air Conditioner deployment.
- Provide & manage repair & maintenance of all kinds of machine (Cash Binding, Cash Sorting, Cash Counting, Shrink Wrapping & Bundle Binding Machines) for Pan Pakistan branches.
- Budgeting for CAPEX items for Branches, Head Office & Region Office only.