



Manager Procurement

Public Private Partnership Authority (P3A), the Federal PPP Unit is at the forefront of transforming Pakistan's infrastructure landscape through public-private partnerships. Our goal is to develop and implement sustainable projects that drive economic growth and improve the quality of life for our citizens. P3A is actively searching for a competent and dedicated Manager Procurement.

Interested candidates are required to submit the **online Application Form** and upload their **CV/Resume in PDF** by clicking on the **“Apply online”** link for **Manager Procurement**.

Deadline for Submission

The deadline for submission of online Application is **April 10, 2025 11:59 PM (PST)**.

Responsibilities

- **Procurement Plan:** Develop and maintain annual procurement and sourcing plan; align procurement decision with management and all business functions (HR, Admin, IT)
- **Procurement Management:** Manage and drive end to end procurement processes, liaising with the relevant functions to facilitate the entire procurement in line with P3A procurement legislative framework
- **Vendor Management:** Manage list of preferred vendors and suppliers linked to P3A's business requirements as well as vendor performance rating; manage vendor/supplier relations on behalf of P3A; track performance of all active suppliers and vendors against contract SLAs
- **Vendor Performance Analysis:** Develop and manage an internal scoring system to rate vendors and suppliers across functional requirements based on their track record and performance against SLAs; use the ratings to make recommendations internally as and when the need arises
- **Order Placement and Tracking:** Manage order placement activities in a timely manner, along with tracking the logistical movements and timely delivery of orders; follow up with respective vendors and suppliers as needed
- **Legal Issue Management:** Identify and escalate and legal issues arising out of the contracts; liaise with relevant functions to drive their resolution with their respective vendor/supplier
- **Procurement Record Keeping and Contract Custodianship:** Manage and monitor all active contracts; act as the custodian of all P3A's contracts; flag any expiring contracts; maintain all procurement related records (digital and hardcopy)
- **Additional Tasks:** Undertake any other tasks assigned by relevant Head, or CEO. Due to the nature of the organization, the candidate should be flexible in attending to tasks over and above those mentioned in this job description

Minimum Eligibility Criteria

- i. At least a Bachelor's degree or equivalent from an HEC-recognized institution (equivalent to at least sixteen (16) years of education) in a relevant discipline such as Business Administration, Supply Chain Management, Public Administration, or a related field.
- ii. A minimum of 4 years of relevant post-qualification experience in managing procurement processes, contract management, vendor negotiations, and compliance with public procurement regulations
- iii. The age of the candidate shall not exceed 55 years as of the date of this advertisement.

Required Skills

- **Working Knowledge of relevant regulations, laws, and procedures** along with any specific requirements / policies of the Funding Source(s), Multi-lateral Banks, and International Financial Institutions
- **Demonstrated polished leadership skills**, ability to influence cross functional teams towards a unified direction with the business's senior leadership and relevant stakeholders
- **Result & service-driven individual** must have demonstrable problem solving skills, be highly adaptable, and flexible, work comfortably in a fast-paced and dynamic work environment
- **Effective time management, ability to work** under short timelines if needed and guide team to do so
- **Meticulous with attention to detail**
- **Strong Interest towards and understanding of public sector**

Grounds for Application Disqualification

A candidate's inability to action any of the below will lead to disqualification of his/her application:

- Inability to complete “online Application Form and upload CV/Resume” through the Apply online link, application through any other mode will not be accepted;
- Inability to meet “Minimum Eligibility Criteria”;
- Misstatement or misrepresentation of any facts in the application.


P3A is an equal opportunity employer. It is committed to achieving workforce diversity. Women, individuals from minority groups, people from all provinces/regions of Pakistan, and persons with disabilities are equally encouraged to apply.

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