



PUBLIC PROCUREMENT REGULATORY AUTHORITY ISLAMABAD

CAREER OPPORTUNITIES

Public Procurement Regulatory Authority, Islamabad, a regulatory body constituted through PPRA Ordinance, 2002 invites applications from self-motivated professionals / specialists / experts and associates, on open merit basis, for the following positions **“purely on contract basis”** on market based competitive lump sum remuneration, initially for a period of two years (extendable subject to satisfactory performance).

Sr. #	Name of Post	No. of Posts	Major Responsibilities	Min. Qualification & Experience	Pay Range	Maximum Age
1	Sr. Specialist IT & e-Procurement (EPADS)	01	<ul style="list-style-type: none"> • Lead IT and e-procurement teams and supervise e-procurement platform and e-office management system; • Develop, implement, administer, and manage IT policies, standards, and strategies; • Provide technical support to the e-procurement system and IT solutions to the management; • Oversee cloud/infra system administration, cybersecurity; • Oversight of MIS, Networks, IT Help Desk Affairs; • Monitoring security certificates and ensure the organization's compliance with the requirements; • Any other function assigned by the management. 	<p>Master's degree (or higher) in computer science, information systems, information technology, business information technology, software engineering from high ranked HEC recognized university or from abroad. The candidates having relevant international certifications will be preferred.</p> <p>At least 10 years of relevant work experience in implementing IT systems and/or e-governance of comparable size and complexity, preferably in public sector. Proficiency in ERP shall be an added advantage.</p>	Rs. 750,000/- to Rs. 1,050,000/- per month (Lump Sum)	57
2	Sr. Specialist Training & Capacity Building	01	<ul style="list-style-type: none"> • Identify training and professional development needs of PPRA, procuring agencies and bidders; • Develop competency framework including certifications, accreditation, licensing etc.; • Develop and implement a long-term professional development strategy; • Lead in developing guidelines, manuals, standardized templates and other tools to support the implementation of procurement laws, rules and 	<p>Master degree (or higher) in HRM/HRD or related discipline from high ranked HEC recognized university. The candidates having relevant professional international certifications will be preferred.</p> <p>At least 15 years relevant work experience in the area of training and capacity building preferably in public sector.</p>	Rs. 650,000/- to Rs. 750,000/- per month (Lump Sum)	57

			<p>regulations—including EPADS;</p> <ul style="list-style-type: none"> • Coordination and management with procuring agencies for establishment, organization and operationalization of procurement cells; • Identify and leverage opportunities for collaboration with local/international bodies promoting public procurement profession. • Any other task assigned by the management. 			
3	Sr. Procurement Policy and Regulations Specialist	01	<ul style="list-style-type: none"> • Review public procurement policies, laws, rules and regulations—and recommend reforms on continuous basis; • Monitor the implementation of public procurement framework and policy guidelines; • Identify new policies for mainstreaming best international practices in the system; • Analyze public procurement policy issues and challenges, provide guidance and follow-up on their implementation; • Support harmonization of procurement system—i.e., formulating rules, regulations, SBDs, manuals, code of ethics etc.; • Conduct economic and other studies as needed to improve the system; Review/improve the working of procurement cells in ministries/divisions. • Any other task assigned by the management. 	<p>Master (or higher) degree in public policy, public administration, supply chain management, corporate law, or any other related discipline from high ranked HEC recognized university.</p> <p>The candidates having relevant professional international Certifications will be preferred.</p> <p>At least 15 years' experience in formulation and implementation of regulatory policies, and analytical reporting preferably in public sector settings.</p>	Rs. 650,000/- To Rs. 750,000/- Per Month (Lump Sum)	57
4	Sr. Specialist (Monitoring, Evaluation & Support Service—ME&SS)	01	<ul style="list-style-type: none"> • Monitor and evaluation of procurement processes against procurement framework and standards in terms of its efficiency and cost effectiveness; • Examine performance of procuring agencies including procurement 	<p>Master's (or higher) degree in social science / business administration, economics, financial management or any other relevant field from high ranked HEC recognized university.</p> <p>The candidates having relevant professional</p>	Rs. 650,000/- To Rs. 750,000/- Per Month (Lump Sum)	57

			<p>cells—using data being collected through EPADS and otherwise, to identify gaps—and suggest measures to improve procurement policy/EPADS/ regulations etc. to improve the system;</p> <ul style="list-style-type: none"> • Provide inputs into public procurement policies and other processes as required; • Carry out analytical work using EPADS/data—and lead in preparing annual reports; • Provide advisory/technical support to the procuring agencies as required. • Any other task assigned by the management. 	<p>international Certifications/experience in qualitative, quantitative and data analysis / data base management will be preferred.</p> <p>At least 15 years of experience in the relevant field in public/development sector.</p>		
5	HR Specialist	01	<ul style="list-style-type: none"> • To conduct organizational need assessment and devise succession plan; • Review and improve organizational structure, HR policies, and service regulations; • Review/update JDs and KPIs of employees and initiate recruitment of staff/professionals; • Maintain HR data—and oversee compensation and benefits; • Ensure compliance with all applicable requirements in managing HR function; • Implement HRMIS; • Conduct and manage efficiency & disciplinary affairs of employees; • Identify training needs of the employees and facilitate in designing and capacity building courses. • Any other task assigned by the management. 	<p>Master degree (or higher) in HRM/HRD or related discipline from high ranked HEC recognized university. The candidates having relevant professional international certifications will be preferred.</p> <p>At least 10 years relevant work experience preferably in public/ development sector.</p>	Rs. 450,000/- To Rs. 650,000/- Per Month (Lump sum)	47
6	Policy Specialist	01	<ul style="list-style-type: none"> • Review public procurement policies, laws, rules and regulations—and recommend reforms on continuous basis; • Monitor the implementation of public procurement framework and policy guidelines; • Identify new policies for mainstreaming best 	<p>Master (or higher) degree in public policy, public administration, supply chain management, corporate law, or any other related discipline from high ranked HEC recognized university. The candidates having relevant professional international Certifications will be preferred.</p>	Rs. 450,000/- to Rs. 550,000/- Per Month (Lump sum)	47

			<p>international practices in the system;</p> <ul style="list-style-type: none"> Analyze public procurement policy issues and challenges, provide guidance and follow-up on their implementation; Any other task assigned by the management. 	<p>At least 10 years' experience in formulation and implementation of regulatory policies, and analytical reporting preferably in public sector settings.</p>		
7	Regulations Specialist	01	<ul style="list-style-type: none"> Support harmonization of procurement system—i.e., formulating rules, regulations, SBDs, manuals, code of ethics etc.; Conduct economic and other studies as needed to improve the system; Review/improve the working of procurement cells in ministries/divisions; Review existing framework including procurement regulations and draft new framework on consistent basis to ensure innovation and upgradation. 	<p>Master (or higher) degree in public policy, public administration, supply chain management, corporate law, or any other related discipline from high ranked HEC recognized university.</p> <p>The candidates having relevant professional international Certifications will be preferred.</p> <p>At least 10 years' experience in formulation of new framework and regulations preferably in public sector settings.</p>	Rs. 450,000/- to Rs. 550,000/- Per Month (Lump sum)	47
8	Monitoring Specialist	01	<ul style="list-style-type: none"> Monitor and evaluation of procurement processes against procurement framework and standards in terms of its efficiency and cost effectiveness; Examine performance of procuring agencies including procurement cells—using data being collected through EPADS and otherwise, to identify gaps—and suggest measures to improve procurement policy/EPADS/ regulations etc. to improve the system; Provide inputs into public procurement policies and other processes as required; Carry out analytical work using EPADS/data—and lead in preparing annual reports; Provide advisory/technical support to the procuring agencies as required. Any other task assigned by the management. 	<p>Master's (or higher) degree in social science / business administration, economics, financial management or any other relevant field from high ranked HEC recognized university.</p> <p>The candidates having relevant professional international Certifications/experience in qualitative, quantitative and data analysis / data base management will be preferred.</p> <p>At least 10 years of experience in the relevant field in public/development sector.</p>	Rs. 450,000/- to Rs. 550,000/- Per Month (Lump sum)	47

9	Litigation Specialist	01	<ul style="list-style-type: none"> • Represent the organization in courts of law including higher courts; • Prepare comments/replies/responses /notices on behalf of the organization; • Coordinate with legal counsels, procuring agencies, panel experts for adequate and appropriate defense in legal matters; • Provide legal advice to the management and other stakeholders; • Maintain and organize relevant record and support to the wing head and the appellate and review petition / debarment committees; • Provide secretariat support to the Debarment & Appeal Review committees and issuance of communication to concerned parties; • Any other task assigned by the management. 	<p>LLB (16 years education) or higher degree in related discipline from HEC recognized University.</p> <p>The candidates having LLM or relevant professional international Certifications will be preferred.</p> <p>Minimum 10 years' experience in the relevant field preferably public sector.</p>	Rs. 450,000/- to Rs. 550,000/- Per Month (Lump sum)	47
10	Communication Specialist	01	<ul style="list-style-type: none"> • Develop and formulate effective communication strategy of the organization; • Engagement with civil society, media, legislature, and other stakeholders for promotion of organizational achievements; • Use of social, electronic and print media for dissemination of information on public procurements, capacity building and best practices; • Provide support in preparation and publication of periodical and annual reports reflecting organization's activities; • Act as spokesperson of the organization; • Draft contents / press releases; • Any other task assigned by the management. 	<p>Master (or higher) degree in Mass Communication, Media Studies, Journalism, Law and other relevant discipline from high ranked HEC recognized university/institution.</p> <p>The candidates having relevant professional international Certifications will be preferred.</p> <p>Minimum 7 years' experience in managing public relations functions involving government / international organization.</p>	Rs. 450,000/- To Rs. 550,000/- Per Month (Lump sum)	47
11	Legal Expert	03	<ul style="list-style-type: none"> • Represent the organization in courts of law; 	LLB (16 years education) or higher degree in related	Rs. 350,000/- To	40

			<ul style="list-style-type: none"> • Prepare comments/replies/responses /notices on behalf of the organization; • Coordinate with legal counsels, procuring agencies, panel experts for adequate and appropriate defense in legal matters; • Provide legal advice to the management and other stakeholders; • Maintain and organize relevant record and support to the wing head and the appellate and review petition / debarment committees; • Provide secretariat support to the committees for issuance of communication to concerned parties; • Any other task assigned by the management. 	<p>discipline from HEC recognized University.</p> <p>The candidates having LLM or relevant professional international Certifications will be preferred.</p> <p>Minimum 5 years' experience in the relevant field preferably public sector.</p>	<p>Rs. 450,000/- Per Month (Lump sum)</p>	
12	Training Expert	02	<ul style="list-style-type: none"> • Identify training and professional development needs of PPRA, procuring agencies and bidders; • Develop competency framework including certifications, accreditation, licensing etc.; • Develop and implement a long-term professional development strategy; • Support in developing guidelines, manuals, standardized templates and other tools to support the implementation of procurement laws, rules and regulations—including EPADS; • Coordination and management with procuring agencies for establishment, organization and operationalization of procurement cells; • Identify and leverage opportunities for collaboration with local/international bodies promoting public procurement profession. • Organize, conduct and manage training sessions; • Any other task assigned by the management. 	<p>Master degree (or higher) in HRM/HRD or related discipline from high ranked HEC recognized university. The candidates having relevant professional international certifications will be preferred.</p> <p>At least 5 years relevant work experience in the area of training and capacity building preferably in public sector/development sector/international organization.</p>	<p>Rs. 350,000/- To Rs. 450,000/- Per Month (Lump sum)</p>	40

13	HR Expert	01	<ul style="list-style-type: none"> • Improve organizational structure, HR policies, and service regulations; • Update JDs and KPIs of employees and initiate recruitment of staff/professionals; • Maintain HR data—and oversee compensation and benefits; • Ensure compliance with all applicable requirements in managing HR function; • Implement HRMIS; • Conduct and manage efficiency & disciplinary affairs of employees; • Identify training needs of the employees and facilitate in designing and capacity building courses. • Any other task assigned by the management. 	<p>Master degree (or higher) in HRM/HRD or related discipline from high ranked HEC recognized university. The candidates having relevant professional international certifications will be preferred.</p> <p>At least 5 years relevant work experience preferably in public/ international organization.</p>	Rs. 350,000/- To Rs. 450,000/- Per Month (Lump sum)	40
14	Admin Expert	01	<ul style="list-style-type: none"> • Develop standard operation procedures for sound office management; • Manage and supervise administrative affairs of the Authority; • Develop and maintain efficient administrative systems, policies and procedures; • Maintain inventory of the all assets of the organization; • Any other task assigned by the management. 	<p>Master degree (or higher) in business administration preferably in HRM/ HRD/ IR or related discipline from high ranked HEC recognized university. The candidates having relevant professional international certifications will be preferred.</p> <p>At least 5 years relevant work experience preferably in public/ international organization.</p>	Rs. 350,000/- To Rs. 450,000/- Per Month (Lump sum)	40
15	Accreditation Expert	01	<ul style="list-style-type: none"> • Identify training and professional development needs of PPRA, procuring agencies and bidders; • Develop competency framework including certifications, accreditation, licensing etc.; • Develop and design curriculum, requirements and skill set for accreditation; • Maintain database of accredited panelists; • Act as secretariat for performance evaluation and accountability of accredited panelists; • Identify and leverage opportunities for collaboration with 	<p>Master degree (or higher) in educational management/leadership, HRM/ HRD or related discipline from high ranked HEC recognized university. The candidates having relevant professional international certifications will be preferred.</p> <p>At least 5 years relevant work experience preferably in public/ development sector/international organization.</p>	Rs. 350,000/- To Rs. 450,000/- Per Month (Lump sum)	40

			<p>local/international bodies promoting public procurement profession.</p> <ul style="list-style-type: none"> Any other task assigned by the management. 			
16	Internal Auditor	01	<ul style="list-style-type: none"> Develop audit strategy and periodical reviews; Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations Determining internal audit scope and developing annual plans Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc. Act as an objective source of independent advice to ensure validity, legality and goal achievement Identify loopholes and recommend risk aversion measures and cost savings Maintain open communication with management and audit committee Document process and prepare audit findings memorandum Conduct follow up audits to monitor management's interventions Any other task assigned by the management. 	<p>Master (or higher) degree in Accounting, Business, Finance, Economics, CA/CMA/ACCA from high ranked HEC recognized university/institution. The candidates having relevant professional diploma/course in audit will be preferred.</p> <p>Minimum 10 years' experience in internal audit in public/private sector</p>	Rs. 350,000/- To Rs. 450,000/- Per Month (Lump sum)	40
17	Research Analyst	01	<ul style="list-style-type: none"> Support harmonization of procurement system—i.e., formulating rules, regulations, SBDs, manuals, code of ethics etc.; Assist to conduct studies / surveys in procurement, supply chain, contract management and interrelated areas. Assist in reviewing existing framework including 	<p>Master (or higher) degree in public policy, public administration, supply chain management, corporate law, IR, or any other related discipline from high ranked HEC recognized university. The candidates having relevant professional international Certifications will be preferred.</p>	Rs. 350,000/- To Rs. 450,000/- Per Month (Lump sum)	40

			<p>procurement regulations and draft new framework on consistent basis to ensure innovation and upgradation;</p> <ul style="list-style-type: none"> • Study international best practices in public procurements and EGP and suggest reforms to the management; • Any other task assigned by the management. 	<p>At least 5 years' experience in formulation of new framework and regulations preferably in public sector settings.</p>		
18	Procurement Associates	05	<ul style="list-style-type: none"> • Providing support and assistance to the management and respective committees/wings, • Maintain record of the respective wings and shall be responsible for smooth disposal of official business / operations of the organization; • Organizing and managing documentation for seamless access and record-keeping; • Coordination and communication among wings of the organization and external stakeholders; • Any other task assigned by the management. 	<p>Master degree in business administration, economics, financial management, IT, IR, engineering, supply chain management or law, from HEC recognized university.</p> <p>Having adequate IT skills i.e., MS office, digital file management, video conferencing tools, typing skills, etc.</p> <p>Minimum 3 years relevant experience in private or public sector.</p>	<p>Rs. 150,000/- to Rs. 250,000/- Per Month (Lump sum)</p>	35
19	Admin Associate	01	<ul style="list-style-type: none"> • Providing support and assistance in all general office administration; • Maintain office record of assets and overall operations of the organization; • Organizing and managing official record; • Coordination and communication among wings in disposal of official business; • Any other task assigned by the management. 	<p>Master degree in business administration, economics, financial management, IT, IR, engineering, supply chain management or law, from HEC recognized university.</p> <p>Having adequate IT skills i.e., MS office, digital file management, video conferencing tools, typing skills, etc.</p> <p>Minimum 3 years relevant experience in private or public sector.</p>	<p>Rs. 150,000/- to Rs. 250,000/- Per Month (Lump sum)</p>	35

Important instruction/information:

1. Proficiency in computer literacy will be an essential skills required for all positions.
2. The Authority reserves the right to cancel the recruitment process or decrease the position(s) at any stage without assigning any reason.
3. **Applicant(s) should submit their application(s) only through National Job Portal (NJP). No manual application(s)/submissions) will be entertained /accepted.**
4. Only shortlisted/eligible applicants will be called for interview.
5. Applicants may apply for more than one post by submitting separate Application Form for each post.

6. Applicants shortlisted for interview shall present their original educational credentials/testimonials and experience certificate(s) along with one set of attested copies at the time of interview.
7. Information provided in the Application Form of NJP will be verified and in case of any false or forged information and fake or bogus documents, the PPRA reserves the right to cancel candidature at any stage.
8. No TA/DA will be admissible for the purpose of interview.
9. Incomplete application will not be entertained.
10. Contract period is initially for two years extendable further subject to satisfactory performance.
11. Government employees may apply through proper channel. In case of selection, they will have to resign from the previous post.
12. Application deadline **12th December, 2024.**

DEPUTY DIRECTOR (HR)

Public Procurement Regulatory Authority

FBC Building, Sector G-5/2, Islamabad.

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