WE ARE HIRING!!

NATIONAL HANDLING SERVICES (PVT) LIMITED

National Handling Services invites applications from self-motivated and energetic candidates to fill the following vacancy.

Head Procurement Management Unit

Job summary:

The Head Procurement Management Unit is responsible for leading and overseeing the organisation's procurement function, ensuring compliant, and cost-effective acquisition of goods and services. The role drives procurement strategy, tendering processes, supplier and contract management, and continuous improvement in line with best practice and applicable legislation.

Duties and responsibilities:

- Develop and recommend procurement framework strategies and systems, aligned to short- and long-term goals, to ensure robust procurement plans contribute to the achievement of the organisation's objectives.
- Conduct periodic reviews of procurement strategy elements to ensure alignment across the organisation.
- Monitor adherence to procurement policies, procedures, systems, and controls in line with generally accepted international standards and best practices.
- Collaborate with departmental heads and staff to ensure the organisation's procurement plan is in place and implemented on time.
- Conduct market analysis to secure the best purchasing deals by acquiring goods and services at favourable prices.
- Negotiate prices for goods and services to manage and reduce costs for the organisation.
- Administer all tendering activities to ensure compliance with the PPDPA Act.
- Design and review the contract management framework.
- Safeguard and enhance the company's reputation by maintaining professionalism and business ethics in all areas of operation and within the wider business community.

Qualifications and experience required:

- Bachelor's degree in Procurement, Supply Chain Management, or Chartered
- Institute of Procurement and Supply (CIPS) Level 6 (Professional Diploma).
- Master's degree in Procurement, Supply Chain, Business Administration, or a related field is an added advantage.
- At least 7 years' experience with a minimum of 4 years in a Management position within a Public Entity.
- Demonstrated knowledge of public procurement laws and regulations, and E-GP are a must.

Interested and qualified candidates should forward an application letter (clearly stating the position applied for), a CV, and certified copies of academic and professional certificates to the email address below. Please use the subject line: Head PMU Application

hr@nhszim.com
Closing date: 24 May 2026

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