

SITUATIONS VACANT

Applications on prescribed proforma are invited from suitable candidates for the following post on contract / regular basis under the Election Commission of Pakistan through Online Recruitment System and P.O. Box No.1418, GPO, Islamabad:

Sl. No	Name of Posts with BS scale	Qualification	Experience	Contract / Regular	Age Limit (Years)	No. of Posts	Domicile	Place of Posting
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Procurement Specialist (MP-III)	A bachelor's / Master degree (16 years of education) in Procurement, Supply chain management, engineering, Business Administration, economics, Finance. A certificate/diploma in the field of Procurement or contract management shall be an added advantage.	<ul style="list-style-type: none"> • Minimum twelve (12) years of experience in the procurement processes with the public / private projects./donor agencies or international organizations involving procurement of goods and/or consulting and non-consulting services. • IT, Computer and report writing skills are added advantage. • Significant Procurement Experience on public/private and/or donor funded projects involving procurement of IT Equipment, goods and services. • Excellent knowledge of Public Procurement Rules and Regulations of PPRA as amended from time to time. • In-depth understanding of procurement cycle management. • Excellent command on MS Office. • Familiarity with Government structures, operations, and procedures. • Proven ability to work in a collaborative, team environment 	Contract basis initially for a period of 2 years	Maximum 45 years relaxable as per govt. rules	01	Merit	Islamabad (However, liable to serve anywhere in the country where such a post exist.
2	Director (Law) (BS-19)	LL.B preferably LL.M or Barrister-at-Law	Minimum experience as an Advocate of High Court 10 years + have personally contested 20 cases in the High Court (excluding family or rent cases). Well versed in Constitutional Law, Election Laws and Procedural laws	Regular	Minimum 35 upto 50 years	01	Merit	(Liable to serve anywhere in Pakistan where such a post exist)
		--- do ---	A retired Additional Sessions Judge.	Contract for a period of two years	Upto 65 years			

Job Description of the post of Procurement Specialist

- Carry out all the Procurement & Contract Management functions related to procurement of goods and services.
- Plan, manage and implement the overall procurement strategy.
- Provide technical guidance and advice as appropriate in accordance with Procurement Rules/policies, Regulations, and procedures;
- Develop appropriate standard procedures, bidding documents, controls etc. in the procurement process;
- Proper documentation of all procurements as per the instruction of Government of Pakistan.
- Make sure for maintaining all purchasing records for control and reference purpose.
- To provide ECP management with regular updates on various procurement activities of Goods and Services.
- To resolve potential problems with implementation of Procurement of Goods and Services to ECP.
- Device mechanism for internal Bid evaluation reports for award of contracts for Goods and Services.
- Make regular Update of Procurement Plan and Contract Raster whenever required.
- To advise on how to organize and enhance the procurement capacity of ECP towards the implementation of projects and program activities in the future.
- Maximize efficiency of procurement cycle by implementing necessary controls to be carried out under the project/program.
- Design/update and facilitate the management of the overall procurement and inventory management record and filing system.
- Comply with the monitoring system for procurement and ensure the completion of the procurement process.
- Responds adequately and timely to audit queries.
- Proficiency in databank as well as in printing areas.
- Any other duties as assigned by the immediate supervisor and senior management

INSTRUCTIONS:

1. Relaxation in age limit of five years over and above the prescribed age limit will be given as per Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.
2. Applicants may apply through ECP's Online Recruitment System by visiting the link i.e. www.ecp.gov.pk or jobs.ecp.gov.pk **within 20 days** of the printing of the advertisement in the newspapers.
3. Applicants who apply through the online recruitment system are also required to submit their applications in hard forms.
4. Hard copy of application on the following prescribed format along with CVs and all relevant education/experience certificates including CNIC and one recent passport size photograph should reach through Courier/P.O. Box number 1418 **within 30 days** of publication of this advertisement on the address clearly stated below mentioning on the envelope the name of the position applied for.
5. Applicants must attach the auto generated applications as cover note along with the hard copies of the documents.
6. Applications received after cut-off date shall not be entertained.
7. No TA/DA will be admissible for appearing in test/interview. Only short-listed candidates will be called for test/interview. Only short listed candidates will be called for test/interview.
8. The number of vacancies being announced are subject to any subsequent increase or decrease.
9. The Authority reserves the right to cancel the process of recruitment of advertised post partially or totally.
10. The applicant is, however, liable to serve anywhere in the country where such post (s) exists.

**Deputy Director (Estt-I)
P.O. Box No.1418,
GPO, Islamabad.**