VACANCY ANNOUNCEMENT

Pakistan Mineral Development Corporation (PMDC) is a state-owned enterprise responsible for the exploration, mining, and marketing of various minerals. Operates under the administrative control of the Ministry of Energy, Petroleum Division, Government of Pakistan.

PMDC invites applications for the following post on open contract basis.

Position	**Assistant Vice President (Procurement)**
Qualification:	MBA OR Masters in Supply Chain Management/Logistics (minimum 16 years of education).
Experience:	Minimum 12 years post qualification procurement experience in reputable public and private sector organization, including 5 years in lead role particularly in B2B, with in-depth knowledge of Public Procurement Regulations Authority Rules and related rules & regulations.
Age:	50 Years
Key job Responsibilities:	i. Lead the development and implementation of PMDC Procurement strategy and design processes and procedures to support business goals. ii. Lead development and management of procurement budget in line with the business goals. iii. Ability to lead source new vendors and negotiate and sustain networking relationships. iv. Develop and ensure implementation of policies, procedures and system that are both, optimized and in strict compliance and adherence to PPRA rules and applicable regulations. v. Set policy guidelines for cost effective procurement process and ensure procurement accordingly. vi. Perform risk assessment on potential contracts and agreements. vii. Reduce reliance on single bidders/suppliers. viii. Demonstrate knowledge and experience of import and export procedures, documentation, and applicable regulatory requirements.

Note

i. Departmental Candidates are required to apply through proper channel.
ii. PMDC is an equal opportunity employer: females are equally encouraged to apply.
iii. Open term contract & market-based negotiable salary shall be offered.
iv. The Company reserves the rights to fill or not to fill the advertised position.
v. The last date for submission of applications is 23.11.2026.
vi. Incomplete and late applications shall not be entertained.
vii. No TA/DA will be admissible for the interview.
viii. Only shortlisted will be called for interview.
ix. Applications will be submitted online through the link available on the PMDC website: https://www.pmdc.gov.pk/careers/.

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