



**PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)
ISLAMABAD**

CAREER OPPORTUNITIES

Public Procurement Regulatory Authority (PPRA), Islamabad, a regulatory body established through the PPRA Ordinance, 2002, invites applications from qualified candidates on open merit basis for the following vacant positions **“purely on a contract basis”** on market-based competitive lump-sum remuneration, initially for a period of two years (extendable subject to satisfactory performance). All interested candidates are required to submit online applications through the National Job Portal (NJP) website, i.e., <https://njp.gov.pk>

Sr. No.	Name of Post	No. of Posts	Major Responsibilities	Min. Qualification & Experience	Max. Age
1.	Regulations Specialist	01	• 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; • Draft regulatory frameworks for e procurement and public-private partnerships. • Review existing framework including procurement regulations and draft new framework on consistent basis to ensure innovation and upgradation.	• Master degree (16 years education) or higher in public policy, public administration, supply chain management, corporate law, or relevant qualification from HEC recognized university. • The candidates having relevant professional international Certifications will be preferred. • At least 10 years’ experience in formulation of new framework and regulations preferably in public sector settings.	50
2.	Monitoring Specialist	01	• 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; • Produce quarterly quantitative monitoring dashboards evaluating lead times and price variances. • Develop quantitative indicators/dashboards for tracking agency procurement performance. • Provide inputs into public procurement policies and other processes as required;	• Master degree (16 years education) or higher in social science / business administration, economics, financial management or relevant qualification from HEC recognized university. • The candidates having relevant professional international Certifications/experience in qualitative, quantitative and data analysis / data base management will be preferred. • At least 10 years of experience in the relevant field in public/development sector.	50

Sr. No.	Name of Post	No. of Posts	Major Responsibilities	Min. Qualification & Experience	Max. Age
			• Carry out analytical work using EPADS/data—and lead in preparing annual reports; • Conduct value-for-money assessments on high-value public procurement contracts. • Provide advisory/technical support to the procuring agencies as required. • Any other task assigned by the management.		
3.	Legal Specialist	01	• 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.	• LLB (16 years education) or higher degree from HEC recognized University. • The candidates having LLM or relevant professional international Certifications will be preferred. • Minimum 10 years' experience in the relevant field preferably public sector.	50
4.	Legal Expert	01	• Represent the organization in courts of law; • 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.	• LLB (16 years education) or higher degree from HEC recognized University. • The candidates having LLM or relevant professional international Certifications will be preferred. • Minimum 5 years' experience in the relevant field preferably public sector.	45
5.	Accreditation Expert	01	• Identify training and professional development needs of PPRA, procuring agencies and bidders; • Develop competency framework including certifications, accreditation, licensing etc.;	• Master degree (16 years education) or higher in educational management /leadership, HRM/HRD or relevant qualification from HEC recognized university. The candidates having relevant	45

Sr. No.	Name of Post	No. of Posts	Major Responsibilities	Min. Qualification & Experience	Max. Age
			• 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 local/international bodies promoting public procurement profession. • Any other task assigned by the management.	professional international certifications will be preferred. • At least 5 years relevant work experience preferably in public/development sector/international organization.	
6.	Research Analyst	01	• 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 procurement regulations and draft new framework on consistent basis to ensure innovation and upgradation; • Extract and evaluate EPADS data trends to identify system bottlenecks. • Study international best practices in public procurements and EGP and suggest reforms to the management; • Any other task assigned by the management.	• Master degree (16 years education) or higher in public policy, public administration, supply chain management, corporate law, IR, or relevant qualification from HEC recognized university. • The candidates having relevant professional international Certifications will be preferred. • At least 5 years' experience in formulation of new framework and regulations preferably in public sector settings.	45
7.	Law Officer	01	• Represent the organization in courts of law; • 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.	• LLB (16 years education) or higher degree from HEC recognized University. • The candidates having LLM or relevant professional international Certifications will be preferred. • Minimum 3 years' experience in the relevant field preferably public sector.	45

Important instruction/information:

1. Proficiency in computer literacy will be 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 will be entertained /accepted.
4. Only shortlisted/eligible applicants will be called for Test/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. No TA/DA will be admissible for the purpose of Test/interview.
8. 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.
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. Candidates apply for the above-mentioned posts shall be entitled to an upper age relaxation as per the Federal Government Rules; age will be counted up to the closing date fixed for receipt of applications.
13. Application deadline: 04/10/2026.

HR EXPERT

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