



The University of Mirpurkhas

Mirpurkhas, Sindh, Pakistan

JOB OPPORTUNITY

Position: Procurement Officer (Contract Basis)

The University of Mirpurkhas invites applications from dynamic and result-oriented individuals for the position of Procurement Officer on a purely contract basis. The incumbent will be responsible for handling procurement processes, ensuring compliance with SPPRA/PPRA Rules in smooth, transparent, and timely acquisition of goods, services, and works at the University.

Procurement Officer	01/One	Contract Basis
Qualification & Experience	• Master's or Bachelor's Degree equivalent to at least Sixteen (16) years of education from a reputable/HEC recognized university in Finance, Business Administration, Commerce, Supply Chain Management, or a related field. • Minimum Five (05) years of verifiable documentary post-qualification experience in the procurement of goods, work, and services with national/ international reputable public or private sector industries/firms. • Familiarity with procurement of IT-enabled services, digital platforms, and enterprise-level ICT solutions is highly desirable.	
Skills	• Complete working knowledge of SPPRA and PPRA rules and government procurement. • Strong IT proficiency, including familiarity with MS Office (Excel and Word) and automated inventory or ERP systems. • Understanding of material specifications, tender preparation, bid evaluation, vendor management, and contract negotiation. • Understanding of draft evaluation reports for Expressions of Interest (EOIs), RFBs, and RFPs, RFQs and drafting approval notes and notifications (Intention to Award and Award of Work) for review.	

How to Apply

Interested candidates are required to download application form available at www.umpk.edu.pk/career. Applications must be accompanied by a Demand Draft / Pay Order of **Rs. 1500/- (non-refundable)** as processing fee in favor of The University of Mirpurkhas and send their printed form along with updated CV, attested copies of educational & experience certificates, and CNIC to the undersigned **on or before 13th of October 2026**.

The University of Mirpurkhas is an equal-opportunity employer.
Only shortlisted candidates will be called for interviews/written tests. No TA/DA will be admissible.

Office of the Registrar, the University of Mirpurkhas
Email: careers@umpk.edu.pk Phone: 0233920249 Website: <http://umpk.edu.pk>