

NADRA TECHNOLOGIES LIMITED (NTL)

We Are Hiring

NTL is seeking highly skilled and experienced professionals for the following positions:-

Position, Age	Educational Background	Professional Experience, Skills & Competencies	Location
Deputy Director (Legal) (Position: 1) Age Max: 44 years	Graduate in Law from HEC recognized university	Professional Experience <ul style="list-style-type: none"> Advocate of High Court. Minimum 10 years post qualification experience either in a larger corporation or a multinational. Key Responsibilities & Skills <ul style="list-style-type: none"> Exposure of working with government and regulatory authorities. Strong background in civil law, corporate law and commercial law. Strong legal drafting skills in drafting pleadings as well as other legal documentations. Strong skills in identifying legal issues and developing legal arguments. Strong legal research and interpretation of statute skills. Knowledge of legal issues related to digital technologies. 	Islamabad
Deputy Director (Human Resource) (Position: 1) Age Max: 44 years	MBA/BBA in Human Resource 16 Years of education from HEC recognized University	Professional Experience <ul style="list-style-type: none"> Minimum 10 years' experience in Human resource, preferably in developing and implementing HR policies and procedures, performance management system and have firm grasp in HR operations at a reputed organization Key Responsibilities & Skills <ul style="list-style-type: none"> HR Policy formulation for organizational implementation. HR business process strategies for organizational training, assessments and planning. Knowledge of designing & implementing organizational performance appraisal process. Compensation and benefits programs in coordination with payroll department. Implement comprehensive performance management and automation plans and enforce performance integrator. Utilize knowledge of learning theories and methodologies to implement training initiatives. Oversee HR day to day operational and administrative tasks. Conduct recruitment activities including shortlisting, interviews processing final approvals, offer letters on-boarding activities. 	Islamabad
Assistant Director (Corporate Affairs) (Position: 1) Age Max: 37 years	MBA/CAF (Article Completed) ACCA (Training Completed)	Professional Experience <ul style="list-style-type: none"> Minimum 5 years of experience including 3 years of Corporate Affairs. Key Responsibilities & Skills <ul style="list-style-type: none"> Excellent knowledge of dealing with Corporate Affairs. Hands-on experience in writing regular expressions. Organize and manage Board of Directors and General Meetings. Ensuring timely issuance of notices, agendas, and minutes of the meetings. Maintaining statutory records and registers as the law and regulatory authorities requirements. Facilitate communication between the board of directors and management. Compliance with the CCG Rules, State Owned Enterprises, Companies Act 2017 and relevant statutory and regulatory requirements. Correspondence with Ministries. Compliance reporting and risk management. 	Islamabad

Position, Age	Educational Background	Professional Experience, Skills & Competencies	Location
Assistant Director (Coordination and project management) (Position: 1) Max Age: 37 Years	MBA/Bachelors (16 years Education) in Project Management/ or Equivalent in a related field	Professional Experience <ul style="list-style-type: none"> • Preferably 5 Years of experience in managing large scale project in public or multinational organizations. • Supervising and coordinating daily activities managing schedules and deadline. Key Responsibilities & Skills <ul style="list-style-type: none"> • Conduct office and project management task. • Actively coordinate with internal and external teams for successful execution of new initiatives and projects. • Prepare and Maintain plans related to projects. • Assist in providing program oversight and Strategic support. • Organizing meeting/delegation's for organization. • Coordination with internal and external stake holders. 	Islamabad
Assistant Director (e-Sahulat Department) (Position: 2) Age Max: 37 years	MBA, Bachelors in Project Managment/ Bachelors in Information Security/ Cyber Security/ Computer Science (4 years) or equivalent from HEC Recognized University. (Master's degree in related field will be preferred)	Professional Experience <ul style="list-style-type: none"> • Minimum 3 years of post-qualification experience in relevant field & reputed organization. Skills & Competencies <ul style="list-style-type: none"> • Excellent content writing skills required. • Strong analytical and problem-solving skills with meticulous attention to detail. • Excellent communication and interpersonal abilities to effectively collaborate with cross-functional teams. • Proactive approach to staying updated with emerging cybersecurity trends and technologies. • Ability to thrive in a fast-paced environment and manage multiple priorities effectively. • Dedication to upholding the highest standards of confidentiality, integrity, and professionalism.Liaising with compliance/legal during suspicious activity investigation. 	Islamabad
Deputy Assistant Director (Compensation & Benefits-HR) (Position: 1) Age Max: 30 years	MBA/BBA in Human Resource from HEC recognized University	Professional Experience <ul style="list-style-type: none"> • Minimum 5 years of experience in human resource, preferably in payroll/compensation & benefits/reward, at a reputed organization. Key Responsibilities & Skills <ul style="list-style-type: none"> • Assist in managing compensation structure. • Oversee administration of employees benefits. • Design and manage reward programs. • Ensure compliance with organizational policies. • Generate reports on compensation and other related metrics. 	Islamabad
Deputy Assistant Director (Procurement and Store Admin Dept.) (Position: 1) Age Max: 30 years	MBA/BBA from HEC recognized University	Professional Experience <ul style="list-style-type: none"> • Minimum 5 years of experience in Administartion department (Administration tasks, Procurement and Store). Key Responsibilities & Skills <ul style="list-style-type: none"> • Coordinating and managing the procurenment process. • Negotiating contracts with vendors, ensuring favourable terms. • Managing & recording inventory records. • Monitoring supplier performance and identifying potential cost-saving measures. • Overseeing the storage and distribution of materials, • Minimizing waste and damage. • Manaing and record keeping of purchase orders and processing invoices. • Awareness of PPRA rules and regulations. 	Islamabad

Position, Age	Educational Background	Professional Experience, Skills & Competencies	Location
Supervisor (Position: 1) (Administration Department) Age Max: 35 years	Graduation from HEC recognized University	Professional Experience <ul style="list-style-type: none"> Minimum 3 years of experience in Administration department Key Responsibilities & Skills <ul style="list-style-type: none"> Excellent writing and communication skills. Effective Organization and time management skills, multitasking and planning. Supervise and manage day to day administrative operational tasks. Preparing reports, maintaining records and ensuring accurate documentation. 	Islamabad
Supervisor (Position: 1) (Human Resource Department) Age Max: 35 years	Graduation from HEC recognized University	Professional Experience <ul style="list-style-type: none"> Minimum 3 years of experience in Human Resource Department. Key Responsibilities & Skills <ul style="list-style-type: none"> Preparing reports, maintaining records (Files, Recruitment Documents, Personal Files) ensuring accurate documentation. Excellent writing and communication skills. Assist and oversee postings/transfers, HR State and recruitment process. Coordination with other departments and ensuring smooth and effective execution of HR Policies and procedures. 	Islamabad
Supervisor (Position: 1) (Coordination & Management) Age Max: 35 years	Graduation from HEC recognized University	Professional Experience <ul style="list-style-type: none"> Minimum 3 years of experience in related field Key Responsibilities & Skills <ul style="list-style-type: none"> Record keeping of office work/filing Excellent Communication ability including writing and active listening. Effective Organization and time management skills, multitasking and planning. Supervising and coordinating daily activities managing schedules and deadline. 	Islamabad

Terms & Conditions

- Selected candidate will be hired initially for contract period of 3 x year (extendable if required) and will be on 6-month probation period.
- Management reserves the right to accept/reject any application without assigning any reason.
- Only shortlisted candidates will be called for test/interview.
- Candidate shall be disqualified if false information is provided.
- 5 years' relaxation in age is already included in above age limit.
- Selected candidate shall provide Medical Fitness and Character Certificates.
- Employees serving in Government/Semi-Government departments must provide/attach No Objection Certificate (NOC) at the time of submission of application.
- No TA/DA will be admissible.
- Attested degrees from Higher Education Commission (HEC) must be provided at the time of interview.
- Females, Minority, Trans genders and Differently-abled candidates are encouraged to apply.
- Electronic gadgets, mobile phones, smart watches etc. will not be allowed during test/interview.
- The deadline for submission of application is **29th June, 2025** and **only online applications will be accepted.**
- For further details and to apply, please visit <https://careers.nadra.gov.pk>

HR Department
NADRA TECHNOLOGIES LIMITED (NTL)
Regional Head Office, Mauve Area, G-10 Islamabad 051-88812756