



GOVERNMENT OF PAKISTAN
NATIONAL DATABASE REGISTRATION AUTHORITY
(Headquarters, G-5/2 Islamabad)



We Are Hiring

NADRA is seeking a highly skilled and experienced professional for following position:-

Position & Age	Educational Background	Professional Experience, Skills & Competencies
<p>Deputy Director (Position-1) Age Max: 44 years</p>	<p>Bachelor's (4 years) in Business Administration / Public Administration / Supply Chain Management or equivalent from HEC Recognized University. (Master's degree in related field will be preferred)</p>	<p>Professional Experience</p> <ul style="list-style-type: none"> • Minimum 8 years' post-qualification experience in procurement management role. • Ability to undertake large-scale, diversified and technology oriented procurement assignments. • Well conversant with PPRA Rules and effective application in practice. • Proven experience of contract drafting, negotiation and vendor management, especially in Government Departments. • In-depth knowledge of procurement best practices, market trends and regulatory frameworks. • Knowledge of World Bank procurement guidelines. <p>Skills & Competencies</p> <ul style="list-style-type: none"> • Ability to identify and mitigate risks and compliance issues. • Excellent communication and interpersonal abilities. • High accuracy in collecting and analyzing data for documentation and reporting. • Familiarity with procurement of IT software/hardware and technologies.

Job Location : Islamabad

Terms & Conditions

1. Selected candidate will be hired initially for contract period of 5 x year (extendable if required) and will be on a 6-month probation period.
2. Management reserves the right to accept/reject any application without assigning any reason.
3. Only shortlisted candidates will be called for test/interview.
4. Candidate shall be disqualified if false information is provided.
5. 5 years' relaxation in age is already included in above age limit.
6. Selected candidate shall provide Medical Fitness and Character Certificates.
7. Employees serving in Government/Semi-Government departments must provide/attach No Objection Certificate (NOC).
8. No TA/DA will be admissible.
9. Attested degrees from Higher Education Commission (HEC) must be provided at the time of interview.
10. Females, Minority, Trans genders and Differently-abled candidates are encouraged to apply.
11. Electronic gadgets, mobile phones, smart watches etc. will not be allowed during test/interview.
12. The deadline for submission of application is **20th August, 2024** and **only online applications will be accepted.**
13. For further details and to apply, please visit <https://careers.nadra.gov.pk>

HR Directorate

PID(1)858/24

National Database Registration Authority
State Bank of Pakistan, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad