



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



## WE ARE HIRING

Under the provisions of Regulation 9, 10 and 11 of NADRA Employees (Service) Regulations, 2002, NADRA is seeking highly skilled and experienced professional for the following position:-

Position & Age	Educational Background	Responsibilities, Skills and Experience Requirements
<b>Assistant Director (Business Analyst)</b>  <b>Age (Max): 37 Years</b>	<ul style="list-style-type: none"> <li>Bachelors (4 Years) in Computer Science/ Software Engineering or equivalent in a related field</li> <li>Minimum 16 Years of HEC verified education is a must</li> <li>Degrees must be attested by HEC</li> </ul>	<p><b><u>Professional Experience</u></b></p> <ul style="list-style-type: none"> <li>Minimum 2-5 years of proven experience as a Business Analyst in a Software Development environment.</li> <li>Candidates with Certification in Product Owner/Scrum Master will be preferred.</li> </ul> <p><b><u>Skills and Competencies</u></b></p> <ul style="list-style-type: none"> <li>Assist in gathering, documenting, and analyzing business requirements from stakeholders to support the software development lifecycle.</li> <li>Work closely with senior Business Analysts and Product Owners to ensure clear understanding and alignment of requirements with project goals.</li> <li>Facilitate daily stand-ups, sprint planning, and retrospectives to support Agile team processes and ensure smooth sprint execution.</li> <li>Help create and maintain detailed documentation, including user stories, process flows, and acceptance criteria for product features.</li> <li>Support the development team by clearing roadblocks and coordinating with cross-functional teams as needed.</li> <li>Monitor project progress using tools like JIRA and Confluence, updating and tracking tasks to ensure timely completion.</li> <li>Participate in sprint reviews and demos, assisting in gathering and documenting feedback to refine future sprints and product iterations.</li> <li>Collaborate with QA teams to ensure that documented requirements are testable and verifiable.</li> <li>Communicate project updates, progress, and issues to the team and stakeholders with clarity and professionalism.</li> <li>Continuously learn and apply best practices in Agile methodologies, business analysis, and project management, with guidance from senior team members.</li> <li>Proficient in Proposal &amp; Technical writing.</li> <li>Knowledge of Agile Scrum methodologies.</li> </ul>

**Job Location:** Islamabad

**Terms & Conditions**

- Selected candidate will be hired initially for contract period of 5 years (extendable if required).
- 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.
- Employees serving in Government/Semi-Government departments must provide/attach No Objection Certificate (NOC) at the time of submission of application.
- 5 years' relaxation in age is already included in above age limit.
- Selected candidate shall provide Medical Fitness and Character Certificates.
- No TA/DA will be admissible.
- Attested degrees from Higher Education Commission (HEC)/relevant regulatory bodies must be provided at the time of joining.
- Females, Minority, Transgenders 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 **4<sup>th</sup> January, 2026** and **only online applications will be accepted**. Application guide can be viewed under the **Downloads** section.
- For further details and to apply, please visit **<https://careers.nadra.gov.pk>** or **scan the QR code below**.

**HR Directorate**

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

