



**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>Professional Experience</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>Skills and Competencies</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**

1. Selected candidate will be hired initially for contract period of 5 years (extendable if required).
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. Employees serving in Government/Semi-Government departments must provide/attach No Objection Certificate (NOC) at the time of submission of application.
6. 5 years' relaxation in age is already included in above age limit.
7. Selected candidate shall provide Medical Fitness and Character Certificates.
8. No TA/DA will be admissible.
9. Attested degrees from Higher Education Commission (HEC)/relevant regulatory bodies must be provided at the time of joining.
10. Females, Minority, Transgenders 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 **4<sup>th</sup> January, 2026** and **only online applications will be accepted**. Application guide can be viewed under the **Downloads** section.
13. 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**

