

We Are Hiring

NTL is seeking a highly skilled and experienced professional for following positions:-

Position & Age	Educational Background	Professional Experience, Skills & Competencies
<p>Deputy Director (Corporate Affairs)</p> <p>(Positions - 1)</p> <p>Age Max : 45 years</p>	<p>ACCA/CA Inter from recognized Institute</p>	<p>Professional Experience</p> <ul style="list-style-type: none"> • Minimum 8 x year of Post-qualification experience in relevant field & reputed organization. • Excellent knowledge of corporate affairs. • Hands on experience of writing regular expressions. <p>Skills & Competencies</p> <ul style="list-style-type: none"> • Organize and manage Board Meetings, General Meetings. • Ensuring timely issuance of notices, agendas and Minutes • Maintaining statutory records and registers as required by the Law and regulatory authorities. • Facilitate communication between the Board, Management. • Compliance with Companies Act 2017 and relevant statutory and regulatory requirements. • Correspondence with Ministries. • Compliance reporting and risk Management.
<p>Assistant Director (e-Sahulat)</p> <p>(Positions - 2)</p> <p>Age Max : 37 years</p>	<p>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)</p>	<p>Professional Experience</p> <ul style="list-style-type: none"> • Minimum 3 x year of post-qualification experience in relevant field & reputed organization. <p>Skills & Competencies</p> <ul style="list-style-type: none"> • 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.
<p>Assistant Director (Technical)</p> <p>(Positions - 2)</p> <p>Age Max: 37 years</p>	<p>BE/BS in Software Eng./IT/IS Telecom/Computer Science (4 years) 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 3 x year of post-qualification hands on experience in Information security related fields. • Excellent knowledge of Information Security standards, compliance, technologies in practice. • Sound experience of Risks assessment, Penetration testing, patching and security compliance. <p>Skills & Competencies</p> <ul style="list-style-type: none"> • Strong understanding of network security, data center security, and information security principles. • Proficiency in security tools and technologies (e.g., firewalls, intrusion detection/prevention systems, encryption technologies). • Implementation experience for security policies, procedures, and guidelines.
<p>Assistant Director (Finance)</p> <p>(Positions - 2)</p> <p>Age Max: 37 years</p>	<p>MBA Finance/CFA/ACCA from HEC Recognized University</p>	<p>Professional Experience</p> <ul style="list-style-type: none"> • Minimum 3 x year of post-qualification experience in relevant field & reputed organization. <p>Skills & Competencies</p> <ul style="list-style-type: none"> • Hands on experience in handling financial negotiations with



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Supervisor (Positions - 3) Age Max : 45 years	Graduation from recognized University	<ul style="list-style-type: none">• 10 x Year relevant Experience• Record keeping of office work/filing• Excellent Communication ability including writing and active listening.• Effective Organization and time management skills, multitasking and planning.
DEO (Positions - 7) Age Max : 30 years	Intermediate/ Graduation from recognized University	<ul style="list-style-type: none">• Minimum 1 x year experience as data entry operator• High typing speed with accuracy• Good Computer skills including basic troubleshoot and using MS office, presentations and email applications

Terms & Conditions

1. Selected candidate will be hired initially for contract period of 5 x year (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. 5 x year relaxation in age is already included in above age limit.
6. Selected candidate shall provide Medical Fitness and Character Certificates.
7. No TA/DA will be admissible.
8. Attested degrees from Higher Education Commission (HEC) must be provided at the time of interview.
9. Females, Minority, Transgender and Differently-abled candidates are encouraged to apply.
10. Electronic gadgets, mobile phones, smart watches etc. will not be allowed during interview.
11. The deadline for submission of application is **25th August, 2024 and only online applications will be accepted.**
12. For further details and to apply, please visit <https://careers.nadra.gov.pk>

HR Department
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