



GOVERNMENT OF PAKISTAN
NATIONAL DATA BASE & REGISTRATION
AUTHORITY



(Headquarters, G-5/2 Islamabad)

Career Opportunity

NADRA invite applications from qualified individuals for following positions on contract basis initially for a period of three years (extendable if required):-

Post	Minimum Qualification	Age Limit	Experience
Assistant Director	CA-Inter/CAF Qualified or CMA (Managerial Level passed)	32 Years	For CA-Inter /CAF Qualified, Articleship/training completed in CA firm as required by ICAP. For CMA(5years post qualification experience in accounting or finance.

Responsibilities:-

- Working in general ledger, payable, receivable, cash management functions etc.
- Managing the annual budgeting and forecasting process
- Liaison and correspondence with banks, clients and Government departments.
- Preparing financial statements and reports, including balance sheets, income statements, and cash flow statements.
- Coordination with auditors and ensure compliance with standards and regulations.
- Preparation and filing of tax returns and other regulatory reports.
- Supervising and mentoring staff.

Key Skills & Requirement

- MS Office especially hands on experience on MS Excel
- Strong knowledge of accounting principles, practices, standards and tax practices.
- Experience with accounting software e.g. Oracle ERP etc.
- Excellent analytical, problem-solving, and communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Strong leadership and team management skills.

Deputy Assistant Director	CA-Inter/CAF/ACMA (Part Qualified) or PIPFA Qualified	30 Years	Articleship/training completed in CA firm as required by ICAP. or At least 3 years post qualification experience in accounting/finance.
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Responsibilities:-

- Posting and processing journal entries to ensure all business transactions are recorded accurately.
- Handling accounts payable and receivable tasks, including processing invoices and payments.
- Assisting with the preparation of financial statements, reports, and budgets.
- Assisting with audits and other related regulatory matters.
- Responding to accounting inquiries from other departments within the organization.
- Collaborating with the account's team to improve and streamline accounting processes.

Key Skills & Requirement

- MS Office especially hands on experience on MS Excel
- Strong accounting skills and detail orientation.
- Experience with accounting software e.g. Oracle ERP etc.
- Excellent communication skills, both verbal and written.
- Ability to work independently as well as part of a team.

- Good time management and organization skills.

Senior Executive	Bachelor's degree (14 Years) in Commerce, Accounting, Finance, or a related field	30 Years	Preferably 2 years post qualification experience in accounting or finance.
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Responsibilities:-

- Maintenance of accounting records, preparation of bank reconciliations and filing system.
- Assisting with day-to-day operations of accounts department.
- Performing other duties as assigned by the supervisor or manager.

Key Skills & Requirement

- Knowledge of accounting principles and practices.
- Excellent communication skills.
- Proficiency in Microsoft Office applications, especially Excel and Word.
- Ability to handle confidential and sensitive information.

Terms & Conditions

1. Only shortlisted candidates will be called for test/interview.
2. Management reserves the right to accept/reject any application without assigning any reason.
3. Candidate shall be disqualified if false information is provided.
4. 5 years relaxation in age will be given as per Govt Rules.
5. No TA/DA will be admissible.
6. Candidate can apply against one position only.
7. Applications/CVs (hard form) are not accepted. Interested candidate may apply through NADRA's website: <https://www.nadra.gov.pk/careers/by12th June, 2023>.

Note: Females, Minority and differently abled candidates are encouraged to apply.

HR Directorate

NADRA Headquarters, G-5/2, Islamabad

HR/11/2023/022