



Government of Pakistan

NATIONAL DATABASE AND REGISTRATION AUTHORITY
(Headquarters, G-5/2, Islamabad)



VACANCIES ANNOUNCEMENT

Applications for following positions on one (01) year contract (extendable) are requested as per following details:-

POSITION	MANDATORY REQUIREMENTS	LOCATION
Senior Corporate Council / Director	<p>Qualification: Graduate or Masters in Law from HEC recognized university.</p> <p>Age Limit: Forty (40) Years.</p> <p>Mandatory Requirements:</p> <ul style="list-style-type: none">• Advocate of High Court or above.• Minimum 10 years' post qualification experience.• Proven leadership and management skills.• Familiarity with employment laws.• Strong negotiation and mediation skills.• Strong people skills and ability to engage with variety of stakeholders.• Strong background in corporate and commercial law.• Proven ability to devise litigation strategies.• Advise on legal decisions, review of contracts and other legal documents.• Demonstrate excellence in communication and working with people from diverse cultures.• Knowledge of legal issue related to Digital Technologies.• Developing practices for the co-counselling on important appeals.• Exposure of working with Government and Regulatory Authorities.• Background in the digital technology sector will be preferred.	Islamabad
Corporate Council / Deputy Director	<p>Qualification: Graduate or Masters in Law from HEC recognized university.</p> <p>Age Limit: Thirty-Five (35) Years.</p> <p>Mandatory Requirements:</p> <ul style="list-style-type: none">• Advocate of High Court or above.• Minimum 8 years' post qualification experience either in a larger corporation or a multinational.• Well understanding of civil procedure laws.• Strong skills in identifying legal issues and developing legal arguments.• Strong legal drafting skills in drafting pleadings as well as other legal documentations.• Strong legal research and interpretation of statute skills.• Knowledge of legal issue related to Digital Technologies.• Exposure of working with Government and Regulatory Authorities.• Background in the digital technology sector will be preferred.	Islamabad

**Assistant
Corporate
Council /
Assistant
Director**

Qualification:

Graduate or Masters in Law from HEC recognized university.

Age Limit:

Thirty (30) Years.

Mandatory Requirements:

- Advocate of High Court or above
- Minimum 5 years' post qualification experience either in a larger corporation or a multinational.
- Strong legal drafting skills to draft transactional documentation as well as regulations.
- Good negotiation and risk identification skill.
- Strong legal research and interpretation of statute skills.
- Ability to work as a team member and build relationships at an individual level with stakeholders.
- Well understanding of civil procedure laws.
- Background in the digital technology sector will be preferred.

Islamabad

Terms & Conditions:-

1. Only shortlisted candidates shall be called for test/interview.
2. Management reserves the right to accept/reject any application without assigning any reason.
3. No TA/DA will be admissible.
4. Maximum Five (05) years relaxation in age will be given as per Govt Rules.
5. Candidate can be disqualified at any stage of recruitment /selection process due to providing fake documents and false information.
6. Minority, Female, Transgender and differently abled people are encouraged to apply.
7. Positions are specifically on contract basis; thus, selected individual shall neither confer any entitlement of regular appointment nor be regularized in NADRA.
8. Applications/CVs (hard form) are not accepted. Interested candidate may apply through NADRA's website: <https://www.nadra.gov.pk/careers/> by 9th November, 2022.

(HR Directorate)

PID(1)2723/22

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