



JOB OPPORTUNITY

National Disaster Management Authority (NDMA) intends to hire the services of a suitable candidate on **Contract Basis** for the initial period of two years (extendable) for the following post based at NDMA's Headquarters, Islamabad: -

S#	Name of Post	BS	Educational Qualification		Experience		Age Limit on closing Date		Quota for Vacancy
			Retired armed Forces / Civil Services Personnel	Others	Retired armed Forces / Civil services Personnel	Others	Retired armed Forces / Civil services Personal	Others	Merit
1.	Deputy Director One Post	BS-18	<ul style="list-style-type: none"> BA/B.COM/ Bsc/MBA. BSc / MSc or equivalent 	<ul style="list-style-type: none"> MA/MSC or equivalent Masters in DRM/DM shall be Preferred. 	<ul style="list-style-type: none"> Minimum 23 years professional experience of Govt. service in the field / office. Good project management and monitoring & evaluation skills. Good Communication Skills (oral & written). 	<ul style="list-style-type: none"> Minimum 12 years professional experience in Management / administration etc or equivalent. Good knowledge of disasters & hazards and risk assessment shall be preferred. Good Communication skills (oral & written) 	Upto 55 Years	Min: 32 Yrs Max: 45 Yrs	

2. Eligible candidates may submit their applications on prescribed application form available with AD (HR) and also available on NDMA website (www.ndma.gov.pk) along with attested copies of CNIC, degrees/certificates (duly verified by HEC), post experience certificates etc. and 2 x latest photographs. The short listed candidates will be required to present their original documents at the time of test / interview. The application must reach the undersigned by **7th February, 2019**. Applications received after due date will not be entertained. Name of the post for which the application is made, should be clearly mentioned on the top right corner on envelop.

3. Terms and conditions of the above mentioned posts are as under:-

- a) Duty Station: Islamabad
- b) Pay & Allowances: As per Federal Government (BPS-18)
- c) Perquisites: - As per NDMA Rules

4. No TA / DA will be admissible for appearing in the test / interview.

(Sohail Durrani)

Director (Administration)

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