



**No. F. 6(13)/2009-HR**  
**Government of Pakistan**  
**Ministry of Climate Change**  
**National Disaster Management Authority**  
**(Prime Minister's Office) Islamabad**



Tel: 051-9204429

**DETAILS TO BE UPLOADED ON WEBSITE**

National Disaster Management Authority (NDMA) intends to hire services of suitable candidates, on Contract Basis for the following posts, to be based at NDMA's Headquarters, Islamabad: -

S #	Name of Post	BS	Vacancies/Quota	Education Qualification		Experience		Age Limit on Closing Date	
				Retired armed Forces / Civil Services Personnel	Others	Retired armed Forces / Civil Services Personnel	Others	Retired armed Forces / civil Services Personnel	Others
1.	Director Disaster Risk Reduction (DRR)	BS-19	Punjab	<ul style="list-style-type: none"> <li>MS / M Phil or equivalent degree in DRM / DM.</li> <li>Masters in Science / Arts with relevant courses of Armed Forces.</li> <li>MSc Engineering (Specialization in Civil Engg / Project Management, Geotechnical Engg and Earthquake Engineering).</li> <li>Diploma in Disaster Management. Individuals having attended international courses on Disaster Management will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>MS / M Phil or equivalent degree in DRM / DM.</li> <li>Masters in Science / Arts with relevant courses of Armed Forces.</li> <li>MSc Engineering (Specialization in Civil Engg / Project Management, Geotechnical Engg and Earthquake Engineering).</li> <li>Diploma in Disaster Management. Individuals having attended international courses on Disaster Management will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 23 years professional experience.</li> <li>Experience in Govt. Organizations dealing with Disaster Management (ERRA, NDMA, ERC &amp; PDMA) / UN Agencies relating to Disaster Management especially Rescue &amp; Response.</li> <li>Experience and exposure of working in close liaison with UN Agencies and INGOs / NGOs.</li> <li>Good knowledge of disasters &amp; hazards assessment.</li> <li>Retired as Lt Col or equivalent.</li> <li>Good Communication skills (oral &amp; written).</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 12 years professional experience.</li> <li>Experience in Govt. Organizations dealing with Disaster Management (ERRA, NDMA, ERC &amp; PDMA) / UN Agencies relating to Disaster Management especially Rescue &amp; Response.</li> <li>Experience and exposure of working in close liaison with UN Agencies and INGOs / NGOs.</li> <li>Good knowledge of disasters &amp; hazards assessment.</li> <li>Retired as Lt Col or equivalent.</li> <li>Good Communication skills (oral &amp; written).</li> </ul>	55 Years	Minimum 32 Years Maximum 45 Years

**Note:-** In all cases the general instructions of Establishment Division contained in O.M No. F. 53/1/2008-SP, dated 22-10-2014 and Recruitment Policy of Establishment Division will be followed

2. Eligible candidates may submit their applications on prescribed application form available with HR Section and also on NDMA website along with attested copies of CNIC, degrees/certificates and a latest photograph. 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 \_\_\_\_\_ 2016**. 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
- c) Perquisites: - As per NDMA Rules

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

**Hafiz Shakil Ahmed Qureshi**  
**Director (Administration)**

Room # 229-B, NDMA, Prime Minister's Office, Islamabad.  
Telephone: 051-9204429

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