



Vacancy Announcements

NDMA Islamabad invites applications for the appointments against purely temporary short term Project positions for project titled Multi-Hazard Vulnerability Risk Assessment (MHVRA) mentioned below. Desirous candidates meeting the eligibility criterion may apply.

Sr.	Name of Post	No. of Posts	Qualification/Experience
1	Project Director	1	Graduation preferably with MSC/MS Software Development Information Technology, Software Engineering or Technology/Project Management. Preferably 15 years of experience in reputed organizations with 5 years of MHVRA/Project management/government experience preferable as team lead.
2	Risk & Exposure Assessment Specialist	1	Graduation preferable having M.Sc/MS degree in Mathematics, Economics, Computer Science, Information Management, Risk Management or Statistics from a reputed University. Minimum 10 years of relevant experience.
3	Hydro-Meteorological & Climatological Hazard Specialist.	1	Graduation preferably having M.Sc/MS degree in one of the following fields: Remote Sensing/GIS, Environmental Science, Hydrology, Climatology or other related disciplines from a reputed university. Minimum 10 years relevant experience.
4	GIS Specialist	1	Graduation preferably BS (hons) / MS in GIS, Geo Sciences, Software Engineering, Computer Science, or related field from a reputed university. A minimum 10 x years of relevant experience.
5	Geo Physical Hazard Expert	1	Graduation preferably MS degree in one of the following fields: Remote Sensing/GIS, Geology, Geography, Seismology, Geo-Informatics or other related disciplines from a reputed university. Preferably 7 years of experience with 4 years in MHVRA.
6	Project Coordinator	1	Graduation preferably or its equivalent in any of the following fields: Project Management, Information Technology, social science or technical fields from a reputed university. Advanced degree in Project Management is an added advantage. Minimum 05 years of relevant experience.

7	Technical Document Writer	2	Graduation preferably MSc. / BS honors in Social Sciences, Disaster Management, Economics, Social Science, Management, from a reputed university with minimum 5 years of experience in research Methodology, Technical Documentation Writing.
8	DRR Expert	1	Graduation preferably MS/MSC degree in one of the following fields: Disaster Management, Emergency Response, Humanitarian Assistance, Social Sciences, Public Administration or other related disciplines, preferably a combination of management, administration, and the relevant technical field with minimum of 8-10 years of experience in the related field.
9	GIS/RS Expert	1	Graduation preferably MSC/MS in Geography, Geology, Applied Geology, Remote Sensing, GIS, Geo-Informatics or Space Science with minimum 5 years of experience.
10	Database Administrator / Server	1	Graduation preferably MS/BS (hons) in Computer Sciences or related technical field with minimum 5 x years of work experience in database design/development, database administration, data management.
11	Cluster Officer	3	Graduation preferably MSc. / BS honors in Social Sciences, Project Management, Disaster Management, Information Technology with 5 years of experience in the relevant field and minimum 2 x years of experience in the MHVRA related projects
12	Cluster Data Analyst	2	Graduation preferably MS/MSc/BS honors in Project Management, Disaster Management, statistics, Social Science, Management, Engineering or Information Technology with minimum 3 x years of experience in the related field.
13	Training Officer	2	Graduation preferably MSc. / BS honors in Social Sciences, Project Management, Disaster Management, Engineering or Information Technology with certification in training. A minimum 2 x years of experience in the MHVRA related projects/training or 03 years of experience in the field of Disaster Management and Humanitarian assistance.
14	GIS/RS Officer	4	Graduation preferably MS or BSc (Hons) in GIS, remote Sensing, Geo-Informatics or related degree with preferably 3 years experience in National organization relevant field
15	Risk & Exposure Assessment Officer	2	Graduation preferably having MSc/MS degree in Mathematics, Economics, Computer Science, Information Management Risk Management or Statistics preferably 4 years of relevant experience in DRR.

16	Hazard & Vulnerability Assessment Officer	3	Graduation preferably Advance Degree in the field of Earth Sciences, DRM, GIS, Hydrology, Meteorology, Climatology or Glaciology with minimum 4 years of relevant experience.
17	GIS/RS Analyst	3	Graduation preferably BSc (Hons) in GIS, Geo-Informatics or Remote Sensing. Fresh candidates with no prior experience can apply. Experience with relevant National organizations would be preferred.
18	Hazard and Vulnerability Analyst	3	Graduation preferably BSc (Hons) in Geological Sciences, Geo Technical Engineering, GIS, Remote Sensing, Seismology, Hydrology or Glaciology. Fresh candidates with no prior experience can apply. Experience with relevant national organizations would be preferred.
19	Software/GIS Developer	2	Graduation preferably MS / BSc (Hons) in Computer Science, GIS, or Software Engineering from reputed university preferably 3 years of experience in related projects/MHVRA Projects.
20	Graphic Designer	1	Graduation preferably BSc (Hons) in fine art with major in digital technology or multimedia. 3 x years of experience as a Graphic Designer in preferably experience with relevant National organization.
21	Field Surveyor	2	Graduation preferably BSc (Hons) in Science, Social Sciences, Art, BBA or B.Com with minimum five years of experience in relevant field.
22	Hazard Mapping Officer	1	Graduation preferably BS in hydrology, GIS, Geography, Water Management and other related discipline with minimum 3 years relevant professional experience in the field of hazard modelling, including study design, execution and management of hazard assessments at regional, national and local level.
23	Admin & Account Officer	1	Graduation preferably MBA/M.Com/B.Com/MS in accounting & fiancé with 5 years experience in preferably in National organization.
24	Admin Associate	1	Graduation preferably MBA, BBA, M.Com. B.Com, /MS in accounting/finance administration (major with 3 x years of relevant experience.
25	Account Associates	1	Graduation preferably MBA/M.Com/B.Com/MS in accounting and finance with 3 x years experience in preferably in National Organization.
26	Office Clerk	1	BA degree is preferred, Secretarial training, Training in office management and/or general administration with 3 x years of progressively responsible secretarial and/or clerical experience.

27	Technical Support Staff	1	<p>Completion of Secondary Education supplemented with formal training (at university level or equivalent) in Computer Sciences, or related discipline (s) with additional training in networking and telecommunication technology. Some industry-wide vendor certification in a technically relevant field an assets such as Microsoft Cisco, etc. computer literacy and ability to effectively use standard office software, tools and technologies.</p> <p>Preferably 2 years practical work experience in information technology/relevant field.</p>
28	Office Support Staff	6	Intermediate or Metric with 1 x years of experience of working as Officer Support Staff, Office Boy, peon or Driver

Terms & Conditions

1. All the mentioned posts are project based positions.
2. Candidates must indicate the post applied for on the right side of envelope and on application.
3. ToRs against each post is available on NDMA Website.
4. No TA/DA admissible for appearing in test/interview
5. Applications should reach within 15 days of publication of this advertisement
6. Application proforma is also available on NDMA website.
7. Applications may be sent to address given below:-

Director (Administration)
 National Disaster Management Authority (NDMA)
 Prime Minister's Office, Islamabad.
 051-9204429