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	KPK-1	• MS / M Phil or equivalent degree in DRM. • BSc / MSc Engineering (specialization in Civil Engg / Project Management, GeotechnicalEngg and Earthquake Engineering).	• MS / M Phil or equivalent degree in DRM / DM. • BSc / MSc Engineering (specialization in Civil Engg Management, Project Management, Geotechnical Engg and Earthquake Engineering).	• Minimum 23 years professional experience of Govt. service in the field / office. • Good knowledge of disasters & hazards assessment. • Good project management and monitoring & evaluation skills. • Good Communication skills (oral & written).	• Minimum 12 years professional experience in DRR/DRM programs management including study design, administration and proposal development. • Substantial experience in development sector including UN / NGOs related projects / interventions. • Good knowledge of disasters & hazards and risk assessment. • Good project management and monitoring & evaluation skills. • Good Communication skills (oral & written).	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.	Deputy Director (Admin)	BS-18	Punjab-1	• Minimum BA/B.Com/ BSc/MBA. • Qualified relevant courses. • Persons from administration branch/ corps will be preferred.	• MBA Human Resource Management / Masters in Public Administration / Masters Degree in Economics, Law or Project Management.	• More than 15 years' experience in administrative matters. • Retired as Major/Lt Col /Equivalent rank of Pakistan Navy/ PAF. • Civil Services retired BPS 18.	• 10years Experience of disaster response operations at Pakistan / UN Mission/ INGOs will be preferred.	55 Years	Minimum 30 Years Maximum 45 Years
3.	Assistant Director (Procurement)	BS-17	Sindh(R)-1	• Minimum BA/BSc. • Relevant professional courses in Logistics/Procurement in respective arm / service. • Preferably Masters in Supply Chain Management.	• Masters in Public Administration / Finance / Supply Chain Management / Project Management.	• 10 Years relevant experience in procurement-supply-Logistics, Retired Captain/ Equivalent rank of Pakistan Navy/ PAF or Civil OfficerofBS-17.	• 7 years relevant experience in a Govt / Semi Govt / UN Agencies / Development Sector.	45 Years	35 Years
4.	Assistant Director	BS-17	Punjab-1	• Minimum BA/Bsc • MBA in any discipline preferably MBA (HR) or MPA. • Relevant professional courses in Logistics / Administration.	• Masters in Public / Business Administration / Finance / Supply Chain Management / Project Management / Social Sciences / Engg Management. • BE (Civil Engg).	• 10 Years relevant experience. • Retired Captain/ Equivalent rank of Pakistan Navy/ PAF/ Civil Offices of BS-17.	• 5 years relevant experience in a Govt / Semi Govt / UN Agencies / Development Sector.	45 Years	35 Years
5.	Assistant Private Secretary	BS-16	Punjab-1 Sindh(R)-1 KPK-1	• Graduate • Typing / Shorthand speed of 50/100 w.p.m. • Persons having computer knowledge will be preferred.	• Graduate. • Typing / Shorthand speed of 50/100 w.p.m. • Persons having computer knowledge will be preferred.	• Retired NCO/JCO Clerk of Army/PN/PAF. • Minimum 20 years experience.	• 3 years relevant experience.	43 Years	33 Years
6.	Stenotypist	BS-14	Punjab-2 KPK-1	• Intermediate. • Typing/Shorthand speed of 40/80 w.p.m. • Computer skill in MS Office, Excel and Power Point preferred.	• Intermediate. - Typing/Shorthand speed of 40/80 w.p.m. • Computer skill in MS Office, Excel and Power Point preferred.	• Retired NCO of Army/PAF/Pakistan Navy. • More than 5 Years.	• 10 years relevant experience.	43 Years	33 Years
7.	Assistant	BS-14	Sindh(U)-1 Balochistan-1	• Graduate. • Computer skill in MS Office, Excel and Power Point preferred.	• Graduate. • Computer skill in MS Office, Excel and Power Point preferred.	• Retired NCO Clerk • More than 15 Years	• 2 years relevant experience.	40 Years	30 Years

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8.	Computer Operator	BS-12	Sindh(R)-1 KPK-1	• Diploma / Certificate in Computers with minimum speed of 10,000 key depressions per hour for data entry / verification. • Computer Skills in MS Office, Excel and Powerpoint necessary. • Network and Hardware maintenance experience.	• Graduation in Computers with minimum speed of 10,000 key depressions per hour for data entry / verification. • Computer Skills in MS Office, Excel and Powerpoint necessary. • Network and Hardware maintenance experience.	• Retired NCO of Army/PAF/Pakistan Navy. • More than 5 Years.	• 2 years relevant experience.	40 Years	30 Years
9.	Lower Division Clerk	BS-07	Sindh(R)-1 KPK-1	• Intermediate • Typing speed 30 w.p.m. • Computer skills in MS Office, Excel and Power Point will be preferred.	• Intermediate • Typing speed 30 w.p.m. • Computer skills in MS Office, Excel and Power Point will be preferred.	• Retired Store men, technician clerk will be preferred. • More than 10 Years.	-	40 Years	30 Years
10.	Driver	BS-04	2 (All Pakistan)	• Matric • Valid Heavy Driving License • Staff car driver course • Retired from Armed Forces or from Govt. will be preferred.		10 years relevant experience.		45 years	45 years

2. Eligible candidates may submit their applicationson prescribed application form available with AD (HR) and also on NDMA websitealongwithattested 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 5TH May 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
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Room # 229-B, NDMA, Prime Minister's Office, Islamabad.
Telephone: 051-9204429

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