# Government of Pakistan Prime Minister’s Office

**National Disaster Management Authority**

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**VACANCY ANNOUNCEMENT**

National Disaster Management Authority (NDMA) seeks to hire the services of eligible candidates purely on contract basis on lump sum package for an initial period of 24 months. These purely contractual posts are extendable on requirement basis. The posts will be filled on **open merit basis** as per detail given below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Ser** | **Name of Post** | **Lump Sum Package Equivalent to**  **Project Pay Scale** | **No. of Vacancies** |
| 1. | Deputy Manager-1 (Admin and Tech) | 08 | 01 |
| 2. | Admin Supervisor | 05 | 01 |
| 3. | Technician (ICT Support) | 05 | 01 |
| 4. | Technician (Multimedia / Display Operator) | 05 | 01 |
|  | **Total** | | **04** |

**Instructions: -**

1. Eligible candidates must send hard copy by post **PO Box No.3356, GPO, Islamabad** within 15 days of publication of this advertisement and also apply online through email [diradmin@ndma.gov.pk.](mailto:diradmin@ndma.gov.pk) The detailed job descriptions of the advertised posts are available on NDMA website <http://cms.ndma.gov.pk/careers/>.
2. Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelope.
3. Only shortlisted candidates will be called for test / interview as the case may be.
4. The shortlisted candidates will be required to present their original documents duly attested by HEC at the time of interview.
5. A lump-sum monthly package will be offered to the successful/selected candidate(s) depending on domain skills & relevant experience.
6. Applications received after due date will not be entertained.
7. The Management reserves the right to reject any or all applications without assigning any reason or cancel partial or whole recruitment process / advertisement at any stage.
8. No TA/DA will be admissible for appearing in the test / interview.
9. All selected candidates will be asked to serve for a period of 18 months (minimum) as a departmental mandatory requirement.

# NDMA IS AN EQUAL OPPORTUNITY EMPLOYER

**Director (Administration)**

# National Disaster Management Authority (NDMA) Islamabad

**Job Descriptions / Terms & Conditions of Advertised Posts**

| **Ser** | **Designation** | **No. of posts** | **Qualification & Experience** | **Job Descriptions** | **Age Limit** |
| --- | --- | --- | --- | --- | --- |
| **Deputy Manager (Admin and Tech / Equivalent to PPS-08)** | | | | | |
| 1. | **Deputy Manager-1**  **(Admin and Tech)** | 01 | * BE/BBA or equivalent and 16 years of experience. * MS or equivalent in Administration, Management or a related field with  14 years of experience. | * Overseeing the administrative and technical function of the organization and ensuring efficient and effective operations. * Supervise all administrative / technical staff to ensure smooth day to day functioning of system. * Expert in maintaining accurate record and equipment inventories. * Ensure effective & economical utilization of all available resources for efficient admin functions. * Provide administrative support for NDMA activities as per day to day functions / requirements. * Regular maintenance schedules and followup. | **(40-55)**  **Years** |
| **Admin Supervisor (Equivalent to PPS-05)** | | | | | |
| 2. | **Admin Supervisor** | 01 | * BA / Intermediate or equivalentqualification * 10 years of progressively responsible experience in administrative, supervisory or Mass management particularly in a government or large organizational setting. | * Supervise the overall maintenance and cleanliness of the building. * Ensure equipments are operational and well-maintained. * Liaise with technical support to ensure smooth running of events. * Maintain a safe and secure environment for all visitors. * Prepare and submit regular reports on operational activities, issues, and improvements. * Assist in setting up the auditorium for events, including seating arrangements, equipment, and other requirements. * Ensure all safety protocols are followed during events. * Prepare and submit weekly/monthly reports on the auditorium's operations. * Track inventory, usage, and any issues encountered during events. | **(35-50)**  **Years** |
| **Technician (Equivalent to PPS-05)** | | | | | |
| 3. | **Technician (ICT Support)** | 01 | * Bachelor’s Degree / Diploma in IT, Computer Science, Multimedia Technology or related fields. * Minimum 3 years of experience in IT support, audio visual systems and networking. * Strong Knowledge of AV equipment networking protocols, troubleshooting techniques and multimedia management. * Experience with video conferencing tools (Zoom, Microsoft teams, Webex etc). * Familiarity with event management technology and live steaming platforms. | **Job Responsibilities**   * Manage and maintain all IT and AV systems in the NEOC, Auditorium, Boardroom and associated facilities. * Ensure seamless operation of audio-visual systems, projection systems, sound systems and video conferencing tools. * Provide technical assistance during conduct of live events, meetings and conferences to prevent or resolve IT related disruptions. * Maintain inventory of IT equipment, spare parts and backup systems to prevent operational failures.   **Key Competencies**   * Technical expertise in IT and multimedia operations. * Strong problem-solving skills for real time issue resolution. * Attention to detail to ensure high quality technical execution. * Excellent communication and coordination with event teams. * Ability to work under pressure during critical events. | **(25-30)**  **Years** |
| 4. | **Technician (Multimedia/ Display Operator)** | 01 | * Diploma (DAE) in Multimedia, IT or Electronics. * Minimum 2-3 years of experience operating LED display systems or Audio / Video equipment. * Familiarity with event management protocols and multimedia software. * Ability to work under pressure and resolve technical issues swiftly. | **Job Responsibilities**   * Operate and manage the all displays including SMD system during official events, meetings and presentations. * Efficiently manage the events conduct and coordinate with event organizers to manage display required. * Tier III level troubleshoot the technical issues. * Perform routine operations and maintenance of the systems and software updates to ensure optimal performance of systems. * Provide technical support and assist in troubleshooting hardware or software malfunctions related to the display. * Ensure compliance with safety standards and prevent equipment mishandling.   **Key Competencies**   * Technical expertise in SMD operation and maintenance. * Problem solving skills for quick troubleshooting. * Attention to detail for managing high quality visuals. * Strong coordinating skills to work with event teams. * Flexibility and adaptability for extended working hours during events. | **(25-30)**  **Years** |

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| **Government of Pakistan**  **Prime Minister’s Office**  **National Disaster Management Authority**  **\*\*\*\*\***  **APPLICATION FORM** | PASTE PASSPORT SIZE PHOTOGRAPH |

# Applied for the Post of ……………………………………………..

**Personal Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name: ………………………………………………..** | | | **Father’s Name:**  **………………………………………….** | |
| **Date of Birth: ……………………………………….** | | | **Age ..……………………………** | |
| **Domicile: …………………………………………….** | | | **CNIC No:**  **……...………………………………………….** | |
| **Contact No: ...……………………………………….** | | | **E-mail**  **address…………………………………………** | |
| **Mailing Address………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………………** | | | | |
| **Academic Qualification:** | | | | |
| **Degree / Certificate** | **Specialization** | **Board / University** | | **Passing Year** |
|  |  |  | |  |
|  |  |  | |  |
| **Presently Working Organization (If any)** | | | | |
| **Details of Relevant Experience:**  **1. 2. 3.** | | | | |
| **Communications / Technical Skills**  **1.**  **2.** | | | | |
| **Updated CV is Attached** | | | | |
| **Signature of Applicant** | | | | |