

**Government of Pakistan
Prime Minister's Office
National Disaster Management Authority**

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 further extendable on performance/ requirement basis. The posts will be filled on **open merit** as per detail given below:-

Ser	Name of Post	Lump Sum Package Equivalent to PPS	No of Vacancies
a.	Store Manager - Lahore	05	01
b.	Store Manager - Muzaffargarh	05	01
c.	Store In-charge - Jaloza	04	01
d.	Store In-charge - Hyderabad	04	01
e.	Store In-charge - Sukkur	04	01
f.	Store In-charge - Quetta	04	01
g.	CCTV Monitoring Operator - Islamabad	04	02
h.	CCTV Monitoring Operator - Karachi	04	01
i.	Electrician (LT-Tech)	04	01
j.	Technician (HAVC - VRF)	04	02
Total			12

Instructions: -

1. Eligible candidates must send their respective CVs in 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 The detailed job descriptions of the advertised posts are available on NDMA website <http://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
1.	Store Manager - Lahore (PPS-05)	01	- Min qualification should be BA/BSC. - Experience minimum 8 years in relevant in government organization. - Resident of Lahore City.	- Manage day-to-day warehouse activities including receiving, storing, issuing, and dispatching of goods. - Maintain accurate inventory records using manual logs and warehouse management software (WMS). - Conduct regular and surprise physical inventory counts and reconcile with records. - Track inventory levels and report potential shortages or excesses. - Coordinate with procurement and logistics departments to ensure timely replenishment. - Maintain complete and accurate documentation of receipts, issues, returns, and stock adjustments. - Prepare periodic reports (daily/weekly/monthly) on stock status, damages, expiries, and space utilization.	40-50 Yrs
2.	Store Manager - Muzaffargarh (PPS-05)	01	- Min Qualification should be BA/BSC. - Experience minimum 8 years in store/ warehouse management in government organization. - Resident of Muzaffargarh.	- Manage day-to-day warehouse activities including receiving, storing, issuing, and dispatching of goods. - Maintain accurate inventory records using manual logs and warehouse management software (WMS). - Conduct regular and surprise physical inventory counts and reconcile with records. - Track inventory levels and report potential shortages or excesses. - Coordinate with procurement and logistics departments to ensure timely replenishment. - Maintain complete and accurate documentation of receipts, issues, returns, and stock adjustments. - Prepare periodic reports (daily/weekly/monthly) on stock status, damages, expiries, and space utilization	40-50 Yrs
3.	Store Incharge - Jalozai (PPS-04)	01	- Min qualification should be Matric. - Experience minimum 8 years in relevant in government organization. - Resident of Jalozai	- Receive, inspect, and record all incoming materials and supplies. - Issue materials as per approved requisitions and maintain accurate issue records. - Monitor stock levels and prepare timely requisitions for replenishment. - Maintain up-to-date inventory records. - Identify and report slow-moving, obsolete, or damaged stock.	40-50 Yrs

Ser	Designation	No of Posts	Qualification & Experience	Job Descriptions	Age Limit
4.	Store Incharge - Hyderabad/ Jamshoro (PPS-04)	01	- Min qualification should be Matric. - Experience minimum 8 years in government organization. - Resident of Hyderabad/ Jamshoro.	- Receive, inspect, and record all incoming materials and supplies. - Issue materials as per approved requisitions and maintain accurate issue records. - Monitor stock levels and prepare timely requisitions for replenishment. - Maintain up-to-date inventory records. - Identify and report slow-moving, obsolete, or damaged stock.	40-50 Yrs
5.	Store Incharge- Sukkur (PPS-04)	01	- Min qualification should be Matric. - Experience minimum 8 years in relevant in government t organization. - Resident of Sukkur.	- Receive, inspect, and record all incoming materials and supplies. - Issue materials as per approved requisitions and maintain accurate issue records. - Monitor stock levels and prepare timely requisitions for replenishment. - Maintain up-to-date inventory records. - Identify and report slow-moving, obsolete, or damaged stock.	40-50 Yrs
6.	Store Incharge- Quetta (PPS-4)	01	- Min qualification should be Matric. - Experience minimum 8 years in relevant in government t organization. - Must be resident of Quetta	- Receive, inspect, and record all incoming materials and supplies. - Issue materials as per approved requisitions and maintain accurate issue records. - Monitor stock levels and prepare timely requisitions for replenishment. - Maintain up-to-date inventory records. - Identify and report slow-moving, obsolete, or damaged stock.	40-50 Yrs
7.	CCTV Monitoring Operator - Islamabad (PPS-04)	02	- Min Qualification should be intermediate - Experience minimum 10 years with any government organization - Must be resident of Rawalpindi /Islamabad	- Monitor live CCTV feeds round-the-clock and ensure effective surveillance of all designated areas. - Identify suspicious activities, movements, or security breaches and immediately report to the Security Supervisor. - Record, log, and document all incidents, observations, and system faults in the Daily Control Room Logbook. - Retrieve and export CCTV footage upon authorized request. - Ensure all cameras and recording systems are functioning properly; report any malfunctions instantly. - Track movement of personnel, vehicles, and visitors on the premises. - Maintain surveillance over critical areas (entry/exit points, storage zones, parking, fence line, loading/unloading zones). - Maintain confidentiality of all video recordings and control room information. - Coordinate with security staff during emergencies, alarms, or evacuation procedures. - Assist in incident investigations by providing accurate and timely	40-50 Yrs

Ser	Designation	No of Posts	Qualification & Experience	Job Descriptions	Age Limit
				footage. - Follow SOPs for monitoring, reporting, escalation, and data handling. - Perform regular system checks to confirm recording quality and availability of backups. - Report security incidents immediately to the relevant authority (Security Supervisor/Warehouse Manager). - Record and document all incidents in the Surveillance Logbook. - Retrieve and save CCTV footage when required for investigations. - Assist in preparing incident reports with date, time, and CCTV reference - Check all cameras, DVR/NVR, monitors, and power supply during the shift. - Report malfunctioning cameras or system issues to IT/Technical team. - Ensure all CCTV screens are clean, visible, and operational. - Maintain backup storage as per policy (e.g., 30–60 days). - Maintain strict confidentiality of CCTV footage and access. - Ensure no unauthorized person enters the CCTV Control Room. - Follow SOPs related to warehouse security, fire safety, and emergency response. - Inform security staff of any safety hazard observed on CCTV (fire, smoke, blockage, unsafe behavior, etc.).	
8.	CCTV Monitoring Operator - Karachi (PPS-04)	01	- Min Qualification should be intermediate - Experience minimum 10 years with any government organization - Must be resident of Karachi	- Monitor live CCTV feeds round-the-clock and ensure effective surveillance of all designated areas. - Identify suspicious activities, movements, or security breaches and immediately report to the Security Supervisor. - Record, log, and document all incidents, observations, and system faults in the Daily Control Room Logbook. - Retrieve and export CCTV footage upon authorized request. - Ensure all cameras and recording systems are functioning properly; report any malfunctions instantly. - Track movement of personnel, vehicles, and visitors on the premises. - Maintain surveillance over critical areas (entry/exit points, storage zones, parking, fence line, loading/unloading zones). - Maintain confidentiality of all video recordings and control room information. - Coordinate with security staff during emergencies, alarms, or evacuation procedures. - Assist in incident investigations by providing accurate and timely footage. - Follow SOPs for monitoring, reporting, escalation, and data	40-50 Yrs

Ser	Designation	No of Posts	Qualification & Experience	Job Descriptions	Age Limit
				handling. • Perform regular system checks to confirm recording quality and availability of backups. • Report security incidents immediately to the relevant authority (Security Supervisor/Warehouse Manager). • Record and document all incidents in the Surveillance Logbook. • Retrieve and save CCTV footage when required for investigations. • Assist in preparing incident reports with date, time, and CCTV reference • Check all cameras, DVR/NVR, monitors, and power supply during the shift. • Report malfunctioning cameras or system issues to IT/Technical team. • Ensure all CCTV screens are clean, visible, and operational. • Maintain backup storage as per policy (e.g., 30–60 days). • Maintain strict confidentiality of CCTV footage and access. • Ensure no unauthorized person enters the CCTV Control Room. • Follow SOPs related to warehouse security, fire safety, and emergency response. • Inform security staff of any safety hazard observed on CCTV (fire, smoke, blockage, unsafe behavior, etc.).	
9.	Electrician (LT-Tech) (PPS-04)	01	• DAE – 5 Years • FA - 10 Years (Relevant Short course / Certificate)	• 5 years of experience in public/private facility management setup as electrician. • Well versant with Operations and maintenance protocols of electrical power. • Hand on experience in. ➤ Installation, maintaining, and repairing electrical wiring and lighting systems. ➤ Reading technical diagrams and blueprints. ➤ Performing general electrical maintenance. ➤ Inspection of transformers, circuit breakers, and other electrical components. ➤ Troubleshooting electrical issues using appropriate testing devices. • Good physical condition and strength with a willingness to work overtime.	30 Yrs

Ser	Designation	No of Posts	Qualification & Experience	Job Descriptions	Age Limit
10.	Technician - HAVC - VRF (PPS-04)	02	• DAE – 5 Years • FA - 10 Years (Relevant Short course / Certificate)	• 5 years of experience in public/private facility management setup as electrician. • Well versant with Operations and maintenance protocols of electrical power in buildings. • Hand on experience in: ➤ Installation maintaining and repairing of HAVC-VRF and lighting systems. ➤ Basic technical diagrams and blueprints. ➤ Performing general electrical maintenance. • Good physical condition and strength with a willingness to work overtime.	30 Yrs

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PASTE PASSPORT SIZE
PHOTOGRAPH

APPLICATION FORM

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 _____