

**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. 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	Number of Vacancies
1.	Subject Matter Expert (SME)/ Senior Manager GIS & Risk Assessment	9	1
2.	Deputy Manager GIS & Risk Assessment	8	1
3.	Assistant Manager (Finance)	7	1
	Total		3

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 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

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
<p>Subject Matter Expert (SME)/ Senior Manager</p> <p>GIS & Risk Assessment</p>	<ul style="list-style-type: none"> Advanced degree (MS & Above) in Climatology, GIS/Remote Sensing, Geomatics, Geography, Environmental Sciences, Disaster Risk Management or related fields. At least 13 years of professional experience for Senior Manager and 16 years' experience for General Manager. Preference will be given for experience in senior leadership roles related to disaster related early warning. Proven expertise in:- <ul style="list-style-type: none"> Advanced AI/ML. Risk modeling, GIS tools, and disaster early warning systems. Hazard and vulnerability assessment based on weather patterns/ met data, disaster preparedness planning, and climate adaptation/mitigation strategies. Designing and managing large-scale geospatial databases. Remote sensing applications for risk monitoring and damage assessment. Required Competencies <ul style="list-style-type: none"> Leadership and team management abilities. Excellent report writing, communication, and negotiation skills. 	<ul style="list-style-type: none"> Risk Identification & Assessment <ul style="list-style-type: none"> Develop and implement a comprehensive Risk Assessment Framework. Conduct hazard, vulnerability, and exposure assessments using scientific models, GIS, remote sensing and scenario based forecasting. Analyse both physical risks (e.g., floods, earthquakes, droughts, extreme weather) and transition risks. Leadership & Strategy <ul style="list-style-type: none"> Develop and implement the organization's GIS and Remote Sensing Strategy in alignment with national disaster management and climate resilience frameworks. Oversee the design and management of a centralized geospatial database integrating hazard, exposure, and vulnerability data. Technical Functions <ul style="list-style-type: none"> Analysis of hydro-met data and weather patterns using advanced tools (ArcGIS, QGIS, ERDAS Imagine, ENVI, Google Earth, remote sensing imagery, LiDAR, drones) for timely hazard predictions. Lead hazard and vulnerability mapping (floods, earthquakes, droughts, cyclones, sea-level rise, landslides etc) and climate variability to assess allied hazards and support risk assessment. Develop spatial risk models and GIS-based decision-support systems for disaster preparedness and response. Integrate GIS/RS with early warning systems, real-time monitoring, and rapid damage assessment tools. Seismic risk assessment and implications of geological/ seismological activities. Develop and perform advanced AI/ ML models. Creation of animated simulations based on hazard scenarios. Conduct research and analysis of environmental issues. 	28-45 Years

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
<p>Deputy Manager</p> <p>GIS & Risk Assessment</p>	<ul style="list-style-type: none"> • BS / MS in Climatology, GIS/Remote Sensing, Geomatics, Geography, Environmental Sciences, Disaster Risk Management or related fields. • At least 6 years of professional experience with BS and 4 years' experience with MS.. • Proven expertise in:- <ul style="list-style-type: none"> • Advanced AI/ML. • Risk modeling, GIS tools, and disaster early warning systems. • Hazard and vulnerability assessment based on weather patterns/ met data, disaster preparedness planning, and climate adaptation/mitigation strategies. • Designing and managing large-scale geospatial databases. • Remote sensing applications for risk monitoring and damage assessment. • Required Competencies <ul style="list-style-type: none"> • Team work and target oriented. • Excellent report writing, communication, and negotiation skills. 	<ul style="list-style-type: none"> • <u>Risk Identification & Assessment</u> <ul style="list-style-type: none"> • Assist in develop and implement a comprehensive Risk Assessment Framework. • Conduct hazard, vulnerability, and exposure assessments using scientific models, GIS, remote sensing and scenario-based forecasting. • Support analysis of physical risks (e.g., floods, earthquakes, droughts, extreme weather) and transition risks. • <u>Support and Coordination</u> <ul style="list-style-type: none"> • Assist and implement the organization's GIS and Remote Sensing Strategy in alignment with national disaster management and climate resilience frameworks. • Support the design updating and maintenance of a centralized geospatial database integrating hazard, exposure, and vulnerability data. • <u>Technical Functions</u> <ul style="list-style-type: none"> • Collect, process, and analyse of hydro-met data and weather patterns using advanced tools (ArcGIS, QGIS, ERDAS Imagine, ENVI, Google Earth, remote sensing imagery, LiDAR, drones) for timely hazard predictions. • Assist in hazard and vulnerability mapping (floods, earthquakes, droughts, cyclones, sea-level rise, landslides etc) and climate variability to assess allied hazards and support risk assessment. • Support the develop spatial risk models and GIS-based decision-support systems for disaster preparedness and response. • Contribute to the integration GIS/RS with early warning systems, real-time monitoring, and rapid damage assessment tools. • Provide technical support in Seismic risk assessment and implications of geological/ seismological activities. • Assist in the develop and perform advanced AI/ ML models. • Prepare animated simulations based on hazard scenarios. • Conduct background research and compile analytical reports on environmental and disaster risk issues. 	<p>26-40 Years</p>

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
AM (Fin)	<ul style="list-style-type: none"> • BS / MS in related fields. • At least 2 years of professional experience with BS 	<ul style="list-style-type: none"> • Matters and correspondence related to Internal & External audit of the NDMA. • All correspondence related to the erstwhile ERC. • Preparation of Financial Statements. • Bank Reconciliation of the all accounts of the NDMA concerned Internal and External Correspondence of the Finance Department. • Matters related to Investment of the NDMF. • Assistance to AD (Audit), Fy Director (Audit), Dy Director (Finance). • Assist the Audit teams during course of Audit 	22-28 Years

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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..... 			
<u>Academic Qualification:</u>			
Degree / Certificate	Specialization	Board / University	Passing Year
<u>Presently Working Organization (If any)</u> 			
<u>Details of Relevant Experience:</u> 1. 2. 3.			
<u>Communications / Technical Skills</u> 1. 2.			
Updated CV is Attached			
Signature of Applicant_____			