

**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.	Manager (IT Ops)	9	1
2.	Assistant Manager (Networks)	7	1
3.	Assistant Manager (Web Development)	7	1
4.	Assistant Manager (IOS)	7	1
5.	Assistant Manager (IT Ops)	7	1
6.	Tech Security	5	1
7.	Tech Voice	5	1
8.	Tech Multimedia	5	1
9.	Tech IT Support	5	1
10.	Store Manager (Material Hub)	5	5
11.	Sub-Station Operator	5	1
12.	Store In-charge (Material Hub)	4	5
13.	Operator (HVAC & Lift)	4	1
14.	Electrician (LT) – Tech	4	1
15.	Technician – AC	2	2
16.	Auto Electrician	2	1
17.	Carpenter	2	1
	Total		26

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 and also for the posts at serial number 10 & 12 to be sent to consultantprojectdev@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	Maximum Age Limit
Manager (Equivalent to PPS-9)					
1	Manager (IT Ops) (PPS-9)	1	<p>MS in Computer Science/Software Engineering from HEC recognized Institutions.</p> <p>Minimum 10 to 15 years of Relevant Professional Experience from reputed organization / corporate sector.</p>	<ul style="list-style-type: none"> • Plan and oversee the installation and maintenance of computer systems, hardware, and networks • Assist the IT department, training IT staff, Develop and implement policies related to network security, disaster recovery, and IT infrastructure • Analyze resource utilization and develop strategies to optimize performance • Establish, measure, and define IT goals and maintain an IT roadmap • Monitor and analyze the success of IT initiatives and projects and continually develop and evaluate new technologies and tools for the organization. • Direct the activities of the help desk to ensure the IT needs of users are met • Manage development projects to integrate new technologies into existing systems • Perform ongoing support and maintenance of all hardware, software, and network components • Establish a security policy to protect company information and resources 	(40 + 5) 45 years
Assistant Manager (Equivalent to PPS-7)					
2	Assistant Manager (Networks) (PPS-7)	1	<p>Bachelors/Masters of Computer Science – IT or Engineering</p> <p>Cisco Certification, Data Center Certification, Firewall/ Security Certification.</p> <p>Minimum 3 years of Relevant Professional Experience from reputed organization / corporate</p>	<ul style="list-style-type: none"> • Responsible for installing, configuring, and monitoring network communications equipment, including routers, switches, firewalls, software, and other network equipment. • Manage network related issues, solutions and/or improving the efficiency of current networks • Depth knowledge of Network Management System (NMS) i.e. PRTG and OP Manager. • Maximizing network performance through ongoing monitoring and troubleshooting. • In-depth understanding of IP networking, traffic engineering, routing protocols, and IP network QoS techniques • Arranging scheduled upgrades and Investigating faults in the network 	(30 + 5) 35 years

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
			sector.	<ul style="list-style-type: none"> Liaise with vendors and other IT personnel for problem resolution, Reporting network status to key stakeholders 	
3	Assistant Manager (Web Development) (PPS-7)	1	<p>Master's/Bachelor's Degree (16 years of Education) Computer Science / Software Engineering from HEC recognized Institutions with specialization in Web development on latest Platforms.</p> <p>Minimum 3 years of Relevant Professional Experience from reputed organization / corporate sector.</p>	<ul style="list-style-type: none"> Designing and building the website front-end/back-end including database and server integration. Experience working with Laravel framework with MySQL, customization and optimization of existing web application in Laravel. Developing custom APIs (Application Programming Interference) for Laravel Applications. Firestore Api integration Working with debugging tools like Firebug, Chrome inspector, etc.; Working with different hosting environments, shared, virtual and dedicated servers; Strong Knowledge and practical experer on Latest Technologies like HTML CSS3, JavaScript, Php Laravel, MySQL and jQuery. Knowledge of managing hosting accounts through C-panel/WHM is a plus 	(30 + 5) 35 years
4	Assistant Manager (IOS) (PPS-7)	1	<p>Master's/Bachelor's Degree (16 years of Education) Computer Science / Software Engineering from HEC recognized Institutions with specialization in mobile application development on all IOS Platform.</p> <p>Minimum 3 years of Relevant Professional Experience from reputed organization / corporate sector.</p>	<ul style="list-style-type: none"> Experience in both, front-end and back-end development working in Swift programming, Cocoa Touch, and Xcode. Experience working with iOS frameworks like SwiftUI, UI-Kit, Foundation, Core Data, and Core Animation. Good knowledge of the different design patterns like MVC, MVVM, Singleton, Memento, Observer, Builder, etc. Familiarity with Restful APIs to connect iOS applications with back-end services. Understanding CI/CD pipeline tools like Azure, Jenkins, and GitLab. Knowledge of push notifications and cloud messaging. Understanding of Apple's design principles. Knowledge of offline storage, threading, and performance optimization. Understanding of RESTful APIs for connecting iOS applications to backend services.. Understanding of Apple's design concepts and user interface guidelines. Tool experience with performance and memory tuning (e.g., Instruments and Shark, depending on project need). Knowledge of cloud message APIs and push notifications. Benchmarking and optimization expertise. 	(30 + 5) 35 years
	Assistant Manager (IT Ops)		Master's/Bachelor's Degree (16 years of	<ul style="list-style-type: none"> Assist with administration of all systems including maintaining user/group accounts, software configuration, troubleshooting, and 	(30 + 5) 35 years

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
5	(PPS-7)	1	Education) in Computer Engineering/ Computer Science from HEC recognized Institutions. Minimum 3 years of Relevant Professional Experience from reputed organization / corporate sector.	<p>completion of documentation.</p> <ul style="list-style-type: none"> Assist in server infrastructure management, performance and backup monitoring, disaster recovery, and operating system upgrades. Assist with providing service outage diagnosis, troubleshooting, and restoration of service, as well as malware protection management. Assist with maintaining and promoting technology standards as outlined in the Four Seasons IT SOPs. Assist in the coordination of equipment acquisitions and major projects as required. Provide both direct and remote guest technological support and, when needed, support to conference services. Assist with wired and wireless network support and maintenance, Active Directory maintenance, server maintenance, failover tools, firewall configuration, web security, and other systems as needed. Microsoft and Cisco certifications are a plus. Experience with remote desktop applications and VPN required. 	
(Equivalent to PPS-5)					
6	Tech Security (PPS-5)	1	DAE in IT / ICS, Electronics or other relevant field. Preference will be given to the candidates having relevant certification. 3-5 years of Relevant Professional Experience from reputed organization / corporate sector.	Must be responsible for maintaining, troubleshooting and monitoring of CCTV/ Video Servialance System along with biometric devices	(25+3) 28 years
7	Tech Voice (PPS-5)	1	DAE in IT / ICS, Electronics or other relevant field. Preference will be given to the candidates having relevant certification. 3-5 years of Relevant Professional Experience from reputed	Must be responsible for maintaining, troubleshooting and monitoring of all telephone exchanges and voice points	(25+3) 28 years

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
			organization / corporate sector.		
8	Tech Multimedia (PPS-5)	1	DAE in IT / ICS, Electronics or other relevant field. Preference will be given to the candidates having relevant certification. 3-5 years of Relevant Professional Experience from reputed organization / corporate sector.	Must be responsible for running presentations, online meetings and handling PPTs during meeting	(25+3) 28 years
9	Tech IT Support (PPS-5)	1	DAE in IT / ICS, Networks, Telecom, Electronics or other relevant field. Preference will be given to the candidates having relevant certification. 3-5 years of Relevant Professional Experience from reputed organization / corporate sector.	<ul style="list-style-type: none"> • Installing and configuring computer hardware, software, systems, networks, printers, and scanners • Monitoring and maintaining computer systems and networks • Responding in a timely manner to service issues and requests • Providing technical support across the organization • Setting up accounts for new users • Repairing and replacing equipment as necessary • Testing new technology 	(25+3) 28 years
10	Store Manager (Material Hub) (PPS-5)	5	FA/Diploma/ Certificate in Store Management / Store supervision /other subjects of logistics/ supply Chain Management	Experience <ul style="list-style-type: none"> • 06 to 10 years relevant experience Place of Posting <ul style="list-style-type: none"> • 1 x Gigit • 1x Sukkur • 1 x Muzaffarabad • 1 x Southern Punjab • 1 x Balochistan 	30 to 40 Year
11	Sub-Station Operator (PPS-05)	1	<ul style="list-style-type: none"> • B-Tech / DAE (Electrical / Mechanical) – 10 years Exp 	<ul style="list-style-type: none"> • Experience in public / private sector facility management setup as Sub-Station operator. • Knowledge of the operations and maintenance of generators, transformers, HT/MT/LT Panels and related mechanical equipment. 	(35+5) 40 Years

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
				<ul style="list-style-type: none"> • Knowledge of the occupational hazards and safety precautions applicable to the work. • Ability to detect operating defects or faults • Ability to work with high voltage equipment • Ability to keep records of fuel used and general operating conditions • Good physical condition and strength with a willingness to work overtime. 	
Equivalent to PPS-4					
12	Store Incharge (Material Hub) (PPS-4)	5	Matric/ FA/Diploma/ Certificate in Store supervision /other subjects of logistics/ supply Chain Management	Experience <ul style="list-style-type: none"> • 05 to 08 years relevant experience Place of Posting <ul style="list-style-type: none"> • 1 x Gigit • 1x Sukkur • 1 x Muzaffarabad • Southern Punjab • Balochistan 	25 to 35 Year
13	Operator (HVAC & Lift) (PPS-04)	1	<ul style="list-style-type: none"> • DAE (Electrical / Mechanical) – 5 years Exp 	<ul style="list-style-type: none"> • 5 years of Relevant experience in public / private sector facility management setup as HVAC & Lift operator. • Well versant with Operations and maintenance protocols of HVAC, Lift and Firefighting & Fire expression system. • Good physical condition and strength with a willingness to work overtime. 	(30+5) 35 Years
14	Electrician (LT) – Tech (PPS- 04)	1	<ul style="list-style-type: none"> • DAE / FA – 10 years Exp 	<ul style="list-style-type: none"> • 10 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: <ul style="list-style-type: none"> ○ 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. 	(40+5) 45 years

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
Equivalent to PPS-2					
15	Technician – AC (PPS-02)	2	<ul style="list-style-type: none"> • Middle – 15 years Exp 	<ul style="list-style-type: none"> • 10 - 15 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: <ul style="list-style-type: none"> ○ Installation, maintaining, and repairing of AC and lighting systems. ○ Basic technical diagrams and blueprints. ○ Performing general electrical maintenance. <p>Good physical condition and strength with a willingness to work overtime.</p>	(40+5) 45 Years
16	Auto Electrician (PPS- 02)	1	<ul style="list-style-type: none"> • Middle – 15 years Exp 	<ul style="list-style-type: none"> • 10-15 years of experience in public / private organization as Auto Electrician. • Well versant with Operations and maintenance protocols of Vehicles. • Hand on experience in: <ul style="list-style-type: none"> ○ Installation, maintaining, and repairing auto electrical systems. ○ Troubleshooting electrical issues using appropriate testing devices • Good physical condition and strength with a willingness to work overtime. 	(40+5) 45 years
17	Carpenter (PPS- 02)	1	<ul style="list-style-type: none"> • Middle – 15 years Exp 	<ul style="list-style-type: none"> • 10-15 years of experience in public / private organization as Carpenter. • Well versant with Operations and maintenance Furniture & Fixture. • Hand on experience in: <ul style="list-style-type: none"> ○ Installation, maintaining, and repairing Office Furniture. ○ Capable enough to replace defected piece with matching ability. ○ Should be able to carryout polishing of furniture. 	30 to 40 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.....	

Academic Qualification:

Degree / Certificate	Specialization	Board / University	Passing Year

Presently Working Organization (If any)

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Details of Relevant Experience:

1.
2.
3.

Communications / Technical Skills

1.
2.

Updated CV is Attached

Signature of Applicant _____