

**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	No. of Vacancies
1	Deputy Manager (GIS Dev)	8	1
2	Assistant Manager (Hydro met)	7	1
3	Assistant Manager (Risk Assessment)	7	1
4	Assistant Manager (Environment Science)	7	1
5	Assistant Manager (GIS Dev)	7	2
6	Assistant Manager (Remote Sensing)	7	1
7	Assistant Manager (GIS Analysis)	7	1
8	Assistant (NEOC Coord)	6	1
	Total		9

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 <https://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	Max Age Limit
Deputy Manager (Equivalent to PPS-08)					
1	Deputy Manager (GIS Dev)	1	<p>BS/BE or equivalent degree in Computer Science, GIS, Remote Sensing, Space Science or a related technical field with 6 years of relevant experience.</p> <p>MS or equivalent degree in Computer Science, GIS, Remote Sensing, Space Science or a related technical field with 4 years of relevant experience.</p>	<ul style="list-style-type: none"> Develop and maintain GIS modules and web-based applications and tools particularly National Common Operating Picture that support disaster management. Create interactive maps and visualizations for situational awareness on web portals, especially during emergencies for prompt decision support. Integrate various data sources into the web-based GIS systems, including remote sensing, satellite imagery, and real-time data feeds. 	26-33 years
Assistant Manager (Equivalent to PPS-07)					
2	Assistant Manager (Hydro met)	1	<p>BS/BE or equivalent degree in Meteorology/Hydrology/Environment Science, Civil Engineering, GIS, Remote Sensing or a related technical field with 0-2 years of relevant experience.</p>	<ul style="list-style-type: none"> Monitor, analyze, and interpret real-time meteorological, hydrological, and climate datasets (including radar, satellite, GFS, ECMWF, GLOFAS, etc.) for early warning. Develop flood outlooks, rainfall anomaly reports, and seasonal projections and support the generation of impact-based and probabilistic forecasts for key hazards such as floods (fluvial, pluvial, hill torrents), droughts, heatwaves, and storms Support the integration of hydrometeorological inputs into NEOC dashboards, hazard assessments, and situational reports. 	22-28 years
3	Assistant Manager (Risk Assessment)	1	<p>BS/BE degree in GIS, Remote Sensing, Space Science, Disaster Management or a related technical field with 0-2 years of relevant experience.</p>	<ul style="list-style-type: none"> Assist in collecting, cleaning, and analyzing hazard, exposure, and vulnerability data (social, physical, economic, and environmental) for risk modeling. Conduct comprehensive risk assessments for all prevalent hazards, incorporating multiple data sources and models. 	

4	Assistant Manager (Environment Science)	1	BS/BE degree in Environment Sciences/Engineering, GIS, Remote Sensing, Space Science or a related technical field with 0-2 years of relevant experience.	<ul style="list-style-type: none"> Assist in analyzing environmental drivers of disasters (e.g., land degradation, deforestation, pollution, wetland loss) and their links to hazard risks. Support integration of environmental vulnerability data into risk assessments and early warning products and contribute to environmental monitoring dashboards using geospatial and satellite data 	
5	Assistant Manager (GIS Dev)	2	BS/BE degree in Computer Science, GIS, Remote Sensing, Space Science or a related technical field with 0-2 years of relevant experience.	<ul style="list-style-type: none"> Develop and maintain GIS-based dashboards and web applications for risk, hazard, and early warning visualization. Automate spatial data processing workflows and integrate multi-source spatial datasets into National Common Operating Picture 	
6	Assistant Manager (Remote Sensing)	1	BS/BE degree in GIS, Remote Sensing, Space Science or a related technical field with 0-2 years of relevant experience.	<ul style="list-style-type: none"> Acquire, process, and interpret satellite imagery for disaster monitoring and risk assessments. Develop geospatial products to support hazard mapping, damage assessments, and early warning. Integrate remote sensing outputs with GIS and risk modeling workflows for multi-hazard assessments and early warning systems. 	
7	Assistant Manager (GIS Analysis)	1	BS/BE degree in GIS, Remote Sensing, Space Science or a related technical field with 0-2 years of relevant experience.	<ul style="list-style-type: none"> Perform spatial analysis and geoprocessing for hazard, vulnerability, and exposure mapping using GIS tools. Develop multi-hazard risk maps, hotspot layers, and thematic overlays for decision support and emergency planning. Maintain and update spatial databases and metadata of risk and early warning layers while supporting integration of GIS layers into web dashboards and the National Common Operating Picture (NCOP). 	

Assistant (Equivalent to PPS-06)					
8	Assistant (NEOC Coord)	1	Graduation in any relevant field	<ul style="list-style-type: none">• Support overall coordination for NEOC• Assist in organizing NEOC daily briefings, situation updates, and inter-agency coordination meetings.	40-45 years

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National Disaster Management
Authority

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			