

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

<b>Ser</b>	<b>Name of Post</b>	<b>Lump Sum Package Equivalent to Project Pay Scale</b>	<b>Number of Vacancies</b>
a.	Manager (INSAR)	09	01
b.	Assistant Manager -1(GIS Dev B)	07	02
c.	Assistant Manager -1 (Ops)	07	01
<b>Total</b>			<b>04</b>

**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://ndma.gov.pk/careers/>.
2. Name of the post, for which the application is submitted, should be clearly mentioned on the top right corner on envelope.
3. Only shortlisted candidates will be called for test / interview.
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 12 x 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
<b>Manager (INSAR) (Equivalent to PPS-9)</b>					
1.	Manager (INSAR)	1	<ul style="list-style-type: none"> <li>BS with 12 years of experience and MS with 10 years of experience.</li> <li>Experience in project management, operations, or team leadership within an Search and Rescue or remote sensing environment.</li> </ul>	<ul style="list-style-type: none"> <li>Oversees Search and Rescue projects, managing timelines, resources, and deliverables while collaborating with teams to meet client expectations.</li> <li>Direct daily operations and workflows for Search and Rescue data processing, ensuring efficiency and alignment with project goals.</li> <li>Leads data analysis teams, ensuring accurate processing, quality control, and insightful reporting of Search and Rescue data.</li> <li>Provides technical guidance, managing R&amp;D efforts to integrate advanced Search and Rescue methodologies and enhance data interpretation.</li> <li>Manages large-scale, multi-disciplinary Search and Rescue programs, coordinating stakeholders, budgets, and project phases to meet targets and compliance standards.</li> </ul>	<b>34-45 Years</b>
<b>Assistant Manager -1 (Equivalent to PPS-7)</b>					
2.	Assistant Manager -1 (GIS Dev B)	2	<ul style="list-style-type: none"> <li>BS/MS Degree in GIS, Remote Sensing, Geospatial Science, Computer Science or a related field with 1-2 Year relent Experience.</li> <li>Fresh graduates can also apply.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the design and development of GIS applications that integrate AI-driven analytics.</li> <li>Support the integration of new data sources, APIs, and AI algorithms within GIS platforms to improve real-time data accessibility, pattern recognition, and automated analysis.</li> <li>Collaborate on maintaining and enhancing the National Common Operating Picture by incorporating AI models for early warning, risk assessment, and trend analysis, ensuring seamless data synchronization.</li> <li>Develop AI-enhanced geospatial visualizations, interactive maps, and dashboards that support data-driven decision-making, providing predictive insights for situational awareness and emergency response.</li> </ul>	<b>22-28 Years</b>

Ser	Designation	No of Posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
3.	Assistant Manager -1 (Ops)	1	<ul style="list-style-type: none"> <li>• BS in Operations Management, Business Administration, Logistics, Supply Chain Management, or a related field.</li> <li>• Experience in supervisory or team lead positions, where responsibilities include coordinating team activities, ensuring compliance, and optimizing workflows.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and coordinate for all emergencies / situations with provinces.</li> <li>• Oversee and ensure the effective implementation of disaster response operations in the region.</li> <li>• Coordinate with relevant provincial and local authorities, stakeholders, and departments for seamless collaboration during disasters.</li> <li>• Provide regular updates and reports on the status of DM activities in the concerned province.</li> <li>• Contribute to the development and implementation of disaster risk reduction strategies and plans specific to the region.</li> <li>• Support activities of Deputy Manager (Ops) / Manager (Ops). Any other task assigned by the competent authority.</li> </ul>	<b>22-28 Years</b>

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PASTE PASSPORT SIZE  
PHOTOGRAPH

**APPLICATION FORM**

**Applied for the Post of:** \_\_\_\_\_

**Personal Information:**

<b>Name:</b> _____	<b>Father's Name:</b> _____
<b>Date of Birth:</b> _____	<b>Age:</b> _____
<b>Domicile:</b> _____	<b>CNIC No:</b> _____
<b>Contact No:</b> _____	<b>E-mail address:</b> _____
<b>Mailing Address:</b> _____ _____	

**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** \_\_\_\_\_