

**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.	Senior Director (CoE)	09	1
b.	Deputy Manager- 2 (NR&RF)	08	1
c.	Deputy Manager-1 (NR&RF)	08	1
d.	Deputy Manager-1 (CoE)	08	1
e.	Deputy Manager-1 Zone West (RM&M)	08	1
f.	Deputy Manager -1 (Ops)	08	1
g.	Deputy Manager-1 Infrastructure	08	1
h.	Deputy Manager -1 East IC(D)	08	1
i.	Deputy Manager-1 Warehouse (South)	08	1
j.	Assistant Manager -1 East (RM&M)	07	1
k.	Assistant Manager-1 (Infrastructure)	07	1
l.	Store Manager Warehouse (Log)	05	1
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	Maximum Age Limit
Senior Director (CoE) (Equivalent to PPS-09)					
1.	Senior Director (CoE)	1	<ul style="list-style-type: none"> MS / MSc (16 years of education) Disaster and management related experience / military service 	<ul style="list-style-type: none"> Formulate and implement a national capacity-building strategy in disaster risk reduction (DRR) aligned with NDMA's mandate and Pakistan's disaster management framework. Design and supervise training curricula and modules for stakeholders at federal, provincial, district, and community levels. Conduct Training Needs Assessments (TNA) to inform development of targeted programs. Lead and manage national training programs, workshops, simulation exercises, and response drills. Develop standardized manuals, toolkits, e-learning modules, and other knowledge products. Coordinate with universities, training institutes, and academies through NIDM, offering disaster management courses (e.g. PDMA Training Wings, NUST, COMSATS, University of Peshawar, etc.): <ul style="list-style-type: none"> Align curricula with national priorities. Avoid duplication and promote resource sharing. Establish recognition/ accreditation standards where needed. Promote adoption of modern training technologies, including Learning Management Systems (LMS) and blended learning formats. Monitor, evaluate, and report on the effectiveness and reach of training initiatives. Lead a team of training experts, instructional designers, and administrative support staff. Represent the NDMA Centre of Excellence in national, regional, and international forums focused on disaster education and capacity building. 	(45-55) Years

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
Deputy Manager-2 (NR&RF/ PPS-08)					
2.	Deputy Manager-2 National Resources & Risk Finance	1	<ul style="list-style-type: none"> BS with 8 years and MS with 6 years of experience in relevant field 	<ul style="list-style-type: none"> Support the development and implementation of NDMA's national strategy for disaster and climate risk financing, including contingency financing frameworks, insurance products, and risk transfer mechanisms Conduct comprehensive risk assessments and vulnerability analyses to inform financial planning. Build a portfolio of bankable resilience projects, collaborating with government bodies, PDMA, and development partners to scale investments in risk reduction. Coordinate NDMA's technical inputs into national and provincial disaster finance policies, working across ministries and international partners. Support proposal development, donor reporting, grant management and audit compliance for climate/disaster financing initiatives. 	(26-33) Years
Deputy Manager-1 (NR&RF/ PPS-08)					
3.	Deputy Manager-1 National Resources & Risk Finance	1	BS with 6 years and MS with 4 years of experience in relevant field	<ul style="list-style-type: none"> Support the development of national disaster and climate risk financing strategies, including mapping out long-term financing roadmaps for climate-resilient infrastructure and public services Assist in structuring bankable resilience projects, collaborating with internal stakeholders and external financiers, governments, and donor partners Help design and operationalize innovative financial instruments, such as contingency financing mechanisms, 	(26-33) Years

				<p>micro-insurance, parametric insurance, and philanthropic mobilization</p> <ul style="list-style-type: none"> • Contribute to creation of knowledge platforms and data sharing systems, in coordination with regulatory bodies like the State Bank of Pakistan and SECP • Prepare periodic technical and financial reports, project documentation, stakeholder briefings, and insights for senior management and public dissemination. 	
Deputy Manager-1 (CoE /PPS-08)					
4.	Deputy Manager-1 CoE	1	<ul style="list-style-type: none"> • BS with 6 years and MS with 4 years of experience in relevant field 	<ul style="list-style-type: none"> • Conduct analytical research and policy reviews on disaster risk management themes. • Prepare technical reports, concept notes, policy briefs, and case studies for DRR. • Contribute to drafting national guidelines, frameworks, and best practices. • Assist in planning, execution, monitoring, and evaluation of CoE initiatives. • Coordinate with line ministries, state governments, academic institutions, and international agencies. • Monitor performance metrics and ensure timely delivery of projects. Identify and evaluate new technologies and innovations for application in disaster management. • Collaborate with tech partners and start-ups to pilot innovative solutions. 	(26-33) Years
Deputy Manager Zone West (RM&M / PPS-08)					
5.	Deputy Manager-1 Zone West ((Regional Military and Media)		<ul style="list-style-type: none"> • BS with 6 years and MS with 4 years of experience in relevant field 	<ul style="list-style-type: none"> • Facilitate planning and execution of joint exercises, mock drills, and simulation-based training. • Maintain updated databases of military resources and deployment capabilities for rapid mobilization. • Assist in logistics coordination during emergencies involving 	(26-33) Years

				<p>military aid to civil authorities.</p> <ul style="list-style-type: none"> • Act as the nodal point for coordination between NDMA headquarters and regional/state-level military, media, and civil agencies. • Ensure regional preparedness aligns with national disaster management plans and SOPs. • Participate in regional disaster risk assessments and planning with stakeholders. 	
Deputy Manager (Ops/ PPS-08)					
6.	Deputy Manager-1 (Ops)	1	<ul style="list-style-type: none"> • BS with 6 years and MS with 4 years of experience in relevant field 	<ul style="list-style-type: none"> • Assist in the formulation, review, and implementation of national disaster response and contingency plans. • Support the maintenance of high operational readiness through regular evaluations, rehearsals, and plan updates. • Ensure implementation of SOPs and operational protocols during emergencies. • Coordinate with relevant federal and provincial entities including PDMAs, DDMA's, Armed Forces, and key stakeholders to ensure synchronized response efforts. • Serve as a liaison with international humanitarian organizations (e.g., UNOCHA, IFRC and UNDP) during crisis situations. • Monitor early warning systems and real-time hazard alerts from technical agencies (e.g., PMD, SUPARCO). • Compile, analyse, and disseminate regular Situation Reports (Sit Reps), damage assessments, and response summaries. • Ensure timely reporting and documentation for internal use and external stakeholders. 	(26-33) Years
Deputy Manager (Infrastructure / PPS-08)					
7.	Deputy Manager -1 (Infrastructure)	1	<ul style="list-style-type: none"> • BS with 6 years and MS with 4 years of experience in relevant field 	<ul style="list-style-type: none"> • Pressurised Concrete Design and Analysis • Earthquake Engineering and Seismic Hazard Assessment • Structural Auditing and Retrofitting of existing Structures 	(26-33) Years

				<ul style="list-style-type: none"> Geographic Information Systems (GIS) & Remote Sensing for Structural Applications Disaster Resilience and Structural Mitigation Fire Safety Engineering in Structural Design Bridge and Infrastructure Engineering 	
Deputy Manager-1 East (IC (D) / PPS-08)					
8.	Deputy Manager-1 East International Collaboration	1	<ul style="list-style-type: none"> BS in (IR) with 6 years and MS in (IR) with 4 years of experience in relevant field 	<ul style="list-style-type: none"> Assist in managing bilateral and multilateral partnerships, including organizing and hosting foreign delegations. Facilitate technical collaboration, knowledge exchange, training programs, and joint simulation exercises with partner countries and international organizations Support broader coordination with global NGOs such as the International Rescue Committee (IRC), managing Letters of Understanding and follow-on partnership efforts. Assist in drafting talking points, briefing notes, informational reports, and logistics plans for the international collaboration team. Maintain a repository of MoUs, agreements, memoranda, and project trackers to monitor ongoing collaborations. Liaise with NDMA's NEOC, Communications, and Operations teams to ensure coherent messaging and coordination for international interactions. Provide support during major international disaster events, donor visits, or high-profile delegations by coordinating sessions, presentations, and simulation visits. 	(26-33) Years
Deputy Manager-1 (Warehouse / PPS-08)					
9.	Deputy Manager-1 (Warehouse)	1	<ul style="list-style-type: none"> BS with 6 years and MS with 4 years of experience in Sup Chain Management or Logistics relevant subjects from HEC Recognized Institution 	<ul style="list-style-type: none"> Supervise day-to-day warehouse activities including receiving, storage, picking, packing, and dispatch. Ensure proper docus of incoming and outgoing goods. Generate regular reports on stock status, dispatch performance, and warehouse KPIs. 	(26-33) Years

				<ul style="list-style-type: none"> Coordinate with procurement, logistics, production, for smooth operations 	
Assistant Manager-1 (RM&M / PPS-07)					
10.	Assistant Manager -1 (Regional Military and Media)	1	<ul style="list-style-type: none"> BS Degree in media and Communication studies Up to 2 years relevant professional experience shall be preferred. Fresh candidate may also apply 	<ul style="list-style-type: none"> Facilitate coordination with regional/provincial military commands, including district-level Armed Forces offices, to enhance coordinated disaster preparedness and response Assist in executing media communications strategies, including drafting press releases, managing social media alerts, coordinating with provincial media cells, and supporting public awareness campaigns during emergencies. Prepare briefing notes, talking points, presentation slides, and situational updates for use during regional coordination and media engagements. Work with NDMA's National Emergency Operations Centre (NEOC) and Communications Wing to ensure synchronized messaging, especially during activations and public alerts. 	(26-33) Years
Assistant Manager -1 (Infrastructure / PPS-07)					
11.	Assistant Manager-1 (Infrastructure)	1	<ul style="list-style-type: none"> BS Civil Engineering 3-4 years of experience in structural engineering 	<ul style="list-style-type: none"> Pressurised Concrete Design and Analysis Earthquake Engineering and Seismic Hazard Assessment Structural Auditing and Retrofitting of existing Structures Geographic Information Systems (GIS) & Remote Sensing for Structural Applications Disaster Resilience and Structural Mitigation Fire Safety Engineering in Structural Design Bridge and Infrastructure Engineering 	(22-28) Years
Store Manager (Warehouse/ Equivalent to PPS-05)					
12.	Store Manager (Warehouse)	1	<ul style="list-style-type: none"> FA / Intermediate with 5 years of experience in warehouse or Disaster relief operation with Government organization 	<ul style="list-style-type: none"> 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) 	(25-30) Years

				<ul style="list-style-type: none">• 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• Resident of Hyderabad City	
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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 _____