

**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 Project Pay Scale	Number of Vacancies
1.	General Manager (Plans-1)	9	1
2.	Manager (Ops)	9	1
3.	Deputy Manager (International Collaboration)	8	1
4.	Deputy Manager (Production)	8	1
5.	Assistant Manager (Geospatial Animator)	7	1
6.	Assistant Manager (Artificial Intelligence)	7	1
7.	Assistant Manager (Project)	7	1
	Total		7

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 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
General Manager (Equivalent to PPS-9)					
1.	General Manager (Plans)	1	MS/Master's degree with 16 years of experience preferred in in Disaster Risk Management, Public Policy, Environmental Sciences or equivalent education in respective field of study from HEC recognized University / Foreign University	<ul style="list-style-type: none"> • <u>Leadership and Management</u> <ul style="list-style-type: none"> • Lead planning, implementation and evaluation of disaster management strategies and operations. • Develop and oversee administrative and operational processes to ensure seamless operations during high-pressure situations. • <u>Stakeholder Management</u> <ul style="list-style-type: none"> • Engage with various stakeholders, including government agencies, NGOs and private sector partners, to facilitate collaboration and information sharing. • Manage relationships with clients and vendors to ensure the effective procurement of resources and services. • <u>Communication and Reporting</u> <ul style="list-style-type: none"> • Maintain effective internal and external communication channels to ensure alignment and coordination among all parties involved in disaster management efforts. • Prepare reports and presentations detailing operational progress, challenges and achievements. • <u>Training and Development.</u> Design and conduct training programs in logistics, operations and disaster management procedures. 	45-55 Years

Manager (Equivalent to PPS-9)					
2.	Manager (Ops)	1	<ul style="list-style-type: none"> • BS with 12 years of experience and MS with 10 years of experience preferred in Disaster Management, Development Studies or related field. • Compulsory Administrative and Coordination work experience and Microsoft Office Suite Skills. 	<ul style="list-style-type: none"> • Monitor and coordinate for all emergencies/ situations with provinces. • Oversee and ensure the effective implementation of disaster response operations in the region. • Coordinate with relevant provincial and local authorities, stakeholders, and departments for seamless collaboration during disasters. • Provide regular updates and reports on the status of DM activities in the concerned province. • Contribute to the development and implementation of disaster risk reduction strategies and plans specific to the region. • Support the activities of Manager (Ops). • Any other task assigned by the competent authority. 	34-45 Years
Deputy Manager (Equivalent to PPS-8)					
3.	Deputy Manager International Collaboration (IC)	1	<ul style="list-style-type: none"> • BS with 6 years of experience and MS with 4 years of experience preferred in Social Sciences, Environment Science, Public Policy, Project Management, International Relations. • Excellent Communication Skill in English with Microsoft Office Suite Skills. To managing coordination efforts with diplomatic missions, international organization is highly desirable. 	<ul style="list-style-type: none"> • Assist and maintain close liaison foreign mission, Pakistan diplomatic mission and relevant Federal ministries in disaster management. • Support the activities of Manager (IC) • Preparing reports and presentations on the status and outcomes of international collaboration initiatives for management 	26-33 Years
4.	Deputy Manager Production	1	<ul style="list-style-type: none"> • BS with 6 years and MS with 4 years of experience preferred in Multimedia, Computer Graphics, Animation from HEC recognized university. 	<p>Conceive, plan, coordinate and produce high quality content for disaster awareness. Management of the production activities.</p> <ul style="list-style-type: none"> • Must have expertise in creating a wide range of animations, including modelling, texturing and animating characters. • Creating digital puppets, digital environments and props. • Lead project related to web tv or video content-based series. • Have knowledge of camera/audio & light works. 	(40+5) 45 Years

Assistant Manager (Equivalent to PPS-7)

5.	Assistant Manager (Geospatial Animator)	1	MS/BS in Graphic Design, 3D Geospatial Science, GIS, Computer Science.	<ul style="list-style-type: none"> • Develop and maintain 3D GIS simulations for real-time modelling of geographical areas and environmental conditions. • Create detailed simulations of natural and man-made disasters, such as floods, earthquakes, and wildfires, to assist in risk assessment and emergency planning. • Collaborate with GIS analysts, data scientists, and GIS developers to integrate simulation data into larger geospatial projects. • Optimize simulation performance and scalability for various platforms, including desktop and web-based applications. • Expertise in 3D tools e.g., Blender GIS, Autodesk Maya, Unity 3D, After Effects, Keyshot, 3D Max • Graphic Design skills e.g./UI Designing (Games, Web, Mobile UX/UI). • Command on Adobe suite (e.g., Photoshop, Illustrator, InDesign etc). • Proficiency in GIS software (e.g., ArcGIS, QGIS) and 3D modelling tools (e.g., Unity, Unreal Engine, Blender). • Expertise in video editing tools. • In depth Knowledge of VR/AR for the virtual experiences of disasters. 	22-28 Years
6.	Assistant Manager (Artificial Intelligence)	1	MS/BS in Artificial Intelligence, Computer Science, Software Engg or a related field.	<ul style="list-style-type: none"> • Develop and implement GIS-driven AI-based applications and software solutions to enhance disaster management operations, including early warning systems, risk assessment tools, and decision support systems. • Work on AI projects focused on automating data analysis, real-time monitoring, and predictive modelling for disaster scenarios. • Collaborate with cross-functional teams to integrate AI technologies into existing systems and processes within NDMA. • Analyze large datasets from various sources, including remote sensing, satellite imagery, and 	22-28 Years

				<p>social media, to identify patterns and generate actionable insights for disaster preparedness and response.</p> <ul style="list-style-type: none"> • Create AI-driven communication tools, such as automated alerts, predictive messaging, and disaster-related animations, to improve public awareness and engagement. • Provide training and guidance to team members on AI tools and techniques to enhance the overall capability of the organization. 	
7.	Assistant Manager (Project)	1	<ul style="list-style-type: none"> • MS/BS/ MBA from recognized University from HEC recognized institutions. 	<ul style="list-style-type: none"> • Assisting in the planning and execution of reconstruction and rehabilitation projects. • Conducting needs assessments to identify the priorities for reconstruction and rehabilitation efforts • Supporting the management of project budgets, ensuring resources are allocated efficiently and effectively • Preparing reports and documentation for stakeholders, including updates on project status and impact assessments. • Familiarity with project management software and tools 	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 _____			