

**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 candidate purely on contract basis on lump sum package for a period of 12x months. This purely contractual post is extendable on requirement basis. The post will be filled on **open merit basis** as per detail given below:-

Ser	Name of Post	Number of Vacancies
1.	Consultant (NDMP & Provincial Coordination)	1

Instructions: -

1. Eligible candidates must send hard copy **by post as well as by email** (in a single pdf file), within **15 days** of publication of this advertisement to following addresses:-
 - **Post:** P.O. Box No.3356, GPO Islamabad.
 - **Email:** amarnajeeb@gmail.com
 - **Note:-** The application to be deposited by post and email (both). Application not received within the stipulated time frame either by post or by email will not be entertained.
2. The detailed terms & conditions of the advertised post as well as application form are available on NDMA website <http://cms.ndma.gov.pk/careers/>.
3. Name of the post should be clearly mentioned on the top right corner on envelope.
4. Only shortlisted candidates will be called for test / interview as the case may be.
5. The shortlisted candidates will be required to present their original documents duly attested by HEC at the time of interview.
6. A lump sum monthly package will be offered to the successful / selected candidate(s) depending on domain skills & relevant experience.
7. Applications received after due date will not be entertained.
8. 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.
9. No TA/DA will be admissible for appearing in the test / interview.

NDMA is an Equal Opportunity Employer

**DIRECTOR (ADMINISTRATION)
National Disaster Management Authority (NDMA)
ISLAMABAD**

Job Descriptions / Terms & Conditions of Advertised Post

Ser	Designation	No of Posts	Qualification	Experience
1.	Consultant (NDMP & Provincial Coordination)	1	Master's degree or equivalent from HEC recognized university / foreign university	<ul style="list-style-type: none">• More than 12 – 15 years of experience in public sector / development sector• Preferably prior experience of disaster management / humanitarian response, project management, policy formulation and coordination• Good understanding of DRM concepts and overall working of DRM (Public) Sector in Pakistan

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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 as on 15 TH March, 2024:
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 _____
