

**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 Warehouse Supervisor	06	01
Total			01

Instructions: -

1. Eligible candidates must send their respective CVs in hard copy by post **PO Box No.3356, GPO, Islamabad** within 7 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	Age Limit
1	Senior Warehouse Supervisor - (PPS-06)	01	<ul style="list-style-type: none"> • Min qualification should be BA/BSC. • Experience in relevant field will be preferred 	<ul style="list-style-type: none"> • Manage day-to-day warehouse activities including receiving, storing, issuing, and dispatching of goods. • Maintain and monitor accurate inventory records using manual logs and warehouse management software (WMS). • Plan & Conduct regular and surprise physical inventory counts and reconcile with records. • Analyze &Track inventory levels and report potential shortages or excesses. • Coordinate effectively with procurement and logistics departments to ensure timely replenishment and optimal stock availability. • Ensure & Maintain complete and accurate documentation of receipts, issues, returns, and stock adjustments. • Prepare and present periodic reports (daily/weekly/monthly) on stock status, damages, expiries, and space utilization. • Implement and enforce warehouse safety, housekeeping, and material handling standards to safeguard inventory. • Support audits and inspections by maintaining readiness of records and facilitating internal/external audit requirements. • Can be post at any NDMA warehouse across Pakistan. 	30-40 Yrs

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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 _____