

**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. These purely contractual posts are extendable on requirement basis. The posts will be filled on **open merit basis** as per detail given below:-

Ser	Name of Post	Lump Sum Package Equivalent to Project Pay Scale	Number of Vacancies
1.	Manager (Proj Dev)	9	1
2.	Deputy Manager (Proj Dev)	8	2
3.	Deputy Manager (Material Hubs)	8	1
4.	Assistant Manager (Urban & Regional Planning) URP	7	1
5.	Assistant Manager (Proj Dev)	7	1
6.	Assistant Manager (Communication & Networks)	7	1
7.	Tech Multimedia	5	1
	Total		8

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 consultantprojectdev@ndma.gov.pk, (for post ser 1 to 5) and diradmin@ndma.gov.pk (for post ser 6 to 7). 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

Designation	No. of Post	Qualification & Experience	Job Descriptions	Maximum Age Limit
Manager (Proj Dev) / PPS-9	01	<ul style="list-style-type: none"> BS / MS in Construction Engineering Management, Project Management, Disaster Management or in relevant field BS with 12 Years and MS with 10 years relevant experience 	<ul style="list-style-type: none"> Earthquake Assessment & Mitigation Policy Planning & Strategies for Disaster mgmt. Community Based Disaster Risk management Earthquake seismology & earthquake hazards GIS & remote sensing Disaster Risk Assessment & Mitigation 	(30-45)
Deputy Manager (Proj Dev) / PPS-8	02	<ul style="list-style-type: none"> BS / MS Civil Engineering, Construction Engineering Management, Construction & Project Management, Disaster Management or in relevant field BS with 6 Years and MS with 4 years relevant experience 	<ul style="list-style-type: none"> Risk management in construction Policy Planning & Strategies for Disaster Management Construction Planning, Scheduling & Controlling Disaster Planning & Management 	(24-33)
Deputy Manager (Material Hubs) / PPS- 8	01	<ul style="list-style-type: none"> MS/BS in Sup Chain Management or Logistics relevant subjects from HEC Recognized institutions BS with 6 Years and MS with 4 years relevant experience 	<ul style="list-style-type: none"> Oversee maintenance, preservation, and optimal utilization of warehouses and Material Hubs, including regular stock inventory and replenishment Manage stock issuance/receipt, inspect newly procured items, ensure timely clearance of bills and maintain proper documentation for audits. Knowledge about Tendering procedures. 	(24-33)
Assistant Manager (Urban & Regional Planning) URP / PPS -7	01	<ul style="list-style-type: none"> BS in (Urban & Town Planning) BS with 4 Years relevant experience 	<ul style="list-style-type: none"> Planning & Policy: Assist in developing urban and regional plans that incorporate disaster risk reduction principles and building codes. Project Oversight: Support the management of urban development projects, from initial design to implementation. GIS & Data Analysis: Utilize GIS and other tools to analyze land use, hazard risks, and population density for informed planning. Community Engagement: Work with local authorities and communities to ensure planning initiatives meet their needs and are well-supported. Post-Disaster Reconstruction: Help create and implement urban recovery plans after disasters Visual Communication: Create effective visual aids like charts and graphs to simplify technical data. 	(22-28)

Designation	No. of Post	Qualification & Experience	Job Descriptions	Maximum Age Limit
Assistant Manager (Proj Dev) / PPS-7	01	<ul style="list-style-type: none"> BS Civil Engineering, Disaster Management or in relevant field BS with 4 Years relevant experience 	<ul style="list-style-type: none"> Risk management in construction Policy Planning & Strategies for Disaster Management Construction Planning, Scheduling & Controlling Disaster Planning & Management 	(22–28)
Assistant Manager (Communication & Networks / PPS-07)	01	<ul style="list-style-type: none"> Bachelor's in CS/IT/Telecom (Master's preferred). Certifications: CCNA/CCNP/Network+ desirable. 2–4 years' experience in Voice communication Networks. Strong knowledge of TCP/IP, DNS, DHCP, VPNs, VoIP. Good troubleshooting, communication & teamwork skills. 	<ul style="list-style-type: none"> Data Network Administration: Operations and Management of Organizational LAN/WAN. Hands on Experience on NOC tools. Manage data network switches, routers, firewalls including designing and implementation of medium to large-scale networks. Voice Communication: Skilled in operations, configuration and management of PABX, VoIP and video conferencing systems. Ensure integration & smooth operations of internal and external voice communications including Troubleshooting and issues resolution. Security & Compliance: Implement network security protocols. Ensure compliance with organizational and standard ICT security policies. Apply regular updates & patches. User Support Provide Tier-2 support for network/communication issues. Conduct user training. Maintain incident documentation. Coordinate with vendors for equipment/services. Coordination & Reporting Maintain inventory of assets. Prepare network & performance reports. System Administration: Ensure backups and security of servers, Active Directory and DNS configuration with policies implementation. WM Creation/Monitoring and ensure optimal uptime. 	(22–28)
Tech Multimedia (PPS-5)	01	<ul style="list-style-type: none"> Bachelors in IT / Multimedia / Computer Science. 2–3 years' relevant experience preferred. Skills in AV systems, conferencing platforms (Zoom, Teams), and MS Office. Good communication and organizational skills. 	<ul style="list-style-type: none"> Operate and maintain AV equipment (projectors, sound, video conferencing). Provide multimedia support for meetings, trainings, and events. Prepare and manage digital content (presentations, recordings, archives). Assist in e-office tasks, scanning, and record management. Troubleshoot basic IT and communication issues. 	(25-30)

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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_____			