

**Government of Pakistan  
Prime Minister's Office  
National Disaster Management Authority**

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**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.	Executive Director (Plans)	10	1
2.	Manager Research (NIDM)	9	1
3.	Manager (Infrastructure)	9	1
4.	Manager (Project Development)	9	1
5.	Manager (CDRF)	9	1
6.	Deputy Manager (Infrastructure)	8	1
7.	Deputy Manager (Project Development)	8	1
8.	Deputy Manager (Social Media)	8	1
9.	Deputy Manager (Plans)	8	1
10.	Deputy Manager (CDRF)	8	2
11.	Assistant Manager (ICT Media)	7	2
12.	Assistant Manager (NGOs)	7	1
13.	Khateeb	5	1
14.	Record Keeper	4	1
15.	Office Boy	2	1
<b>Total</b>			<b>17</b>

**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](mailto:diradmin@ndma.gov.pk). The detailed job descriptions of the advertised posts are available on NDMA website <http://cms.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
<b>Executive Director (Equivalent to PPS-10)</b>					
1	Executive Director (Plans)	1	Master's degree or equivalent from HEC recognized university / foreign university	<ul style="list-style-type: none"> <li>• More than 20 years of experience at various level in public sector.</li> <li>• Executive/ Senior Executive level experience in strategy formulation and planning at national / international level.</li> <li>• Working experience with government departments and multinational organizations.</li> <li>• Prior experience of disaster management / humanitarian response, project management, policy formulation and coordination.</li> <li>• Good understanding of Disaster Risk Management (DRM) concepts and overall working of DRM (Public) Sector in Pakistan.</li> </ul>	<b>(55+5) 60 Years</b>
<b>Manager (Equivalent to PPS-09)</b>					
2	Manager Research (NIDM)	1	1 <sup>st</sup> Class PHD/MPhil/MS Degree in Environmental Sciences / Natural Sciences from HEC recognized Institutions.	<ul style="list-style-type: none"> <li>• High end skills in numerical modeling of respective area of expertise. Geo-hazard evaluation / predictive forecasting/real time monitoring of infrastructure.</li> <li>• Manage integrated research for Disaster Management with related, specialized and innovative research initiatives.</li> <li>• Coordinate collaborative research projects; develops research concepts and protocols; oversee the work of research staff; develop and administer program budgets and funding and averse the day-to-day administration of the research.</li> </ul>	<b>(33 + 5) 38 years</b>
3	Manager (Infrastructure)	1	MS Structural Engineering	<p><b>6-8x year experience in:</b></p> <ul style="list-style-type: none"> <li>• Pre-stressed concrete structure.</li> <li>• Earthquake seismology &amp; earthquake hazards.</li> <li>• DR evaluation &amp; retrofitting of existing structures.</li> </ul>	<b>(30+5) 35 Years</b>

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
				<ul style="list-style-type: none"> <li>• GIS &amp; remote sensing.</li> <li>• Disaster Risk Assessment &amp; Mitigation</li> <li>• Structural Fire Engineering.</li> <li>• Bridge Engineering.</li> </ul>	
4	Manager (Project Development)	1	MS Construction Management Engineering	<b>6-8x year experience in:</b> <ul style="list-style-type: none"> <li>• Contract Management.</li> <li>• Risk Management in Construction.</li> <li>• Policy Planning &amp; Strategies for Disaster Management.</li> <li>• Construction Planning, scheduling &amp; controlling</li> <li>• Earthquake Assessment &amp; Mitigation.</li> </ul>	<b>(30+5) 35 Years</b>
5	Manager CDRF	1	1 <sup>st</sup> Class PhD/MPhil/MS Degree in Economics, Finance, Climate Change, Environmental Science, Disaster Management from HEC recognized institution	<ul style="list-style-type: none"> <li>• GCF Accreditation Process.</li> <li>• Identify potential risk retention and risk transfer instruments and develop sold business plans accordingly.</li> <li>• Develop project concept notes based on the identification, identify stakeholders required for product design and implementation.</li> <li>• Development of economic models, measuring the impacts of disasters on various sectors.</li> </ul>	<b>(33+5) 38 Years</b>
<b>Deputy Manager (Equivalent to PPS-08)</b>					
6	Deputy Manager (Infrastructure)	1	BS Civil Engineering/Specialization in Disaster Management	<b>4-6 year experience in:</b> <ul style="list-style-type: none"> <li>• Disaster Planning &amp; Management.</li> <li>• Regional Development Planning.</li> <li>• Infrastructure &amp; Transport Planning.</li> <li>• Development Planning in Pakistan.</li> <li>• Disaster Risk Reduction.</li> <li>• Community based Disaster Risk Management.</li> <li>• Disaster Response &amp; Recovery.</li> <li>• Environmental Framework on Disaster.</li> </ul>	<b>(24+6) 30 Years</b>
7	Deputy Manager (Project Development)	1	BS Disaster Management/Specialization in Disaster Management	<b>4-6 year experience in:</b> <ul style="list-style-type: none"> <li>• Disaster Planning &amp; Management.</li> <li>• Advance GIS.</li> <li>• Disaster Risk Management.</li> <li>• Social Engineering for Sustainable Development.</li> <li>• Community based Disaster Risk Management.</li> <li>• Disaster Response &amp; Recovery.</li> <li>• Environmental Framework on Disaster.</li> </ul>	<b>(24+6) 30 Years</b>

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
8	Deputy Manager (Social Media)	1	1 <sup>st</sup> Class MPhil/MS Degree in Media Technology/Mass Communication/Public Relations/Information Management or other relevant subjects of Information & Media from HEC recognized Institutions Minimum 4 year's relevant professional experience.	Assist and Manage all social media handles/platform; develop relevant content and suggest innovative means using Social Media/ICT.	<b>(35 + 5) 40 years</b>
9	Deputy Manager (Plans)	1	Master/MS/M.phil in Social Sciences/ Development Studies or equivalent from HEC recognized university/foreign university	<ul style="list-style-type: none"> <li>• 4-5 Years of relevant experience in humanitarian /public sector.</li> <li>• Good understanding of functioning of humanitarian organizations working in line with disaster response and coordination.</li> <li>• Candidates must possess outstanding writing abilities, capable of delivering clear, concise and compelling content across various platforms.</li> </ul>	<b>(35 + 5) 40 years</b>
10	Deputy Manager (CDRF)	2	MS in Economics, Finance, Climate Change, Environmental Science, Disaster Management from HEC recognized institutions	<ul style="list-style-type: none"> <li>• Assist in GCF Accreditation process.</li> <li>• Assist in identifying potential risk retention and risk transfer instruments and develop solid business plans accordingly.</li> <li>• Provide support in the development of project concept notes based on the identification, identify stakeholders required for product design and implementation.</li> <li>• Contribute to the development of economic models, measuring the impacts of disaster on various sectors.</li> </ul>	<b>(30+5) 35 Years</b>
<b>Assistant Manager (Equivalent to PPS-07)</b>					
11	Assistant Manager Media (ICT Support)	2	MPhil/MS/BS Degree in IT/Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions. Minimum 2s years relevant professional experience.	Assist respective Managers in defined work domain and carryout any other related as assigned	<b>(30 + 5) 35 years</b>
12	Assistant Manager (NGOs)	1	Graduation/Master/MS/Mphill in Social Sciences/Development Studies or equivalent from HEC recognized university/foreign university.	<ul style="list-style-type: none"> <li>• 2-3 years of relevant experience in humanitarian/public sector.</li> <li>• Good understanding of functioning of humanitarian organizations working in line with disaster and response.</li> <li>• Candidates must possess outstanding writing abilities, capable of delivering clear, concise and compelling content across various platforms.</li> </ul>	<b>(30 + 5) 35 years</b>

<b>Ser</b>	<b>Designation</b>	<b>No of posts</b>	<b>Qualification &amp; Experience</b>	<b>Job Descriptions</b>	<b>Maximum Age Limit</b>
13	Khateeb <b>(PPS-05)</b>	1	Master Degree in Islamic Studies/Arabic from HEC recognized Universities.	<ul style="list-style-type: none"> <li>• Preference will be given having following course in addition to the qualification duly recognized by relevant institutions:-</li> <li>• Hafiz-e-Quran</li> <li>• Dars-i-Nizami</li> <li>• Shahadat-ul-Aalma.</li> <li>• Minimum 5 Years Experience.</li> </ul>	<b>(40+5) 45 Years.</b>
14	Record Keeper <b>(PPS-4)</b>	1	Metric	Preference will be given having relevant experience in record keeping.	<b>(45+5) 50 Years</b>
15	Naib Qasid/Office Boy <b>(PPS-2)</b>	1	Middle/Metric	Nil	<b>(25+5) 30 Years</b>

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PASTE PASSPORT SIZE  
PHOTOGRAPH

**APPLICATION FORM**

**Applied for the Post of .....**

**Personal Information:**

<b>Name:</b> .....	<b>Father's Name:</b> .....
<b>Date of Birth:</b> .....	<b>Age</b> .....
<b>Domicile:</b> .....	<b>CNIC No:</b> .....
<b>Contact No:</b> .....	<b>E-mail address</b> .....
<b>Mailing Address</b> ..... .....	

**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** \_\_\_\_\_