

**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 details given below: -

Ser	Name of Post	Lump Sum Package Equivalent to Project Pay Scale	Number of Vacancies
1.	Manager International Collaboration	9	1
2.	Deputy Manager GIS Developer	8	1
3.	Assistant Manager Geospatial Animator	7	2
4.	Assistant Manager Meteorology	7	1
5.	Assistant Manager Artificial Intelligence	7	1
6.	Manager Risk Finance	9	1
7.	Deputy Manager Risk Finance	8	2
8.	Assistant Manager Risk Finance	7	1
Total			10

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 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 increase/ decrease number of posts.
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.
10. All selected candidates will be asked to serve for a period of 12 months (minimum) as a departmental mandatory requirement.

ADDENDUM/ CORRIGENDUM

With reference to the advertisement for 1x Post of **Senior Warehouse Supervisor** published by NDMA in the newspapers "The News and Nawa-e-Waqt" on 18 April 2026, **Instruction No.1** may be read as follows:

FOR : "7 days"

READ : "15 days".

NDMA is an Equal Opportunity Employer
Director (Administration)
National Disaster Management Authority (NDMA)
Islamabad

Job Descriptions / Terms & Conditions of Advertised Posts

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
<p align="center">Manager (IC/PPS-9)</p>	<ul style="list-style-type: none"> • Master's degree or equivalent from a world-renowned domestic / foreign university in Business Administration/ Project Management/ Operations Management/ International Relations or a related discipline. Professional certification (e.g. CMIILT (UK), PMP, PRINCE2) is a strong advantage. • Twelve years with BS and ten years with MS or more of progressive domestic / international professional experience. • Mandatory: demonstrated experience working within or directly with international organisations, foreign institutions, or globally operating entities. • Verified track record of leading multicultural, multinational teams (technical and non-technical) across geographically dispersed locations. • Experience with bilateral instruments (MoUs, LOAs), diplomatic engagement, or multilateral organisations is a significant advantage. 	<ul style="list-style-type: none"> • Key Responsibilities <ul style="list-style-type: none"> • Assist Executive Director in executing long-term strategic goals • Overall supervision of the IC Wing and all Wing Officers & Staff • Establish mid-term goals to advance long-term initiatives • Manage day-to-day Wing activities and administrative tasks • Lead bilateral & multilateral engagement (MoUs, LOAs, Diaspora) • Represent NDMA in international forums and diplomatic meetings • Oversee the Global Collaboration Portal and digital platforms. • Required Competencies <ul style="list-style-type: none"> • Leadership & team management across diverse backgrounds • International relations, diplomacy & partnership development • Exceptional English communication- written and spoken • Strategic thinking and structured execution • Cross-cultural intelligence and stakeholder management • Decision-making under pressure and in absence of seniors • Digital literacy and data-driven reporting 	<p align="center">34 – 45 Years</p>
<p align="center">Deputy Manager (GIS Dev/PPS-8)</p>	<ul style="list-style-type: none"> • BS / MS in GIS, Geomatics, Computer Science or related field. • Six years with BS and four years with MS or more of progressive domestic / international professional experience. 	<ul style="list-style-type: none"> • Develop and maintain GIS-based systems, applications, and dashboards. • Design and implement spatial models for hazard and risk assessment. • Manage and optimize large-scale geospatial databases. • Integrate GIS with Early Warning Systems (EWS) and decision-support platforms. • Process and analyse satellite and remote sensing data for operational use. • Support development of web-based GIS solutions/applications and real-time monitoring tools • Develop spatial tools using open source tech-stack. • Ensure data quality, standardization, and system performance as per NDMA requirements • Able to manage team properly 	<p align="center">26 – 33 Years</p>

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Assistant Manager (Animator/PPS-7) (2 x posts)	<ul style="list-style-type: none"> BS/ MS in Geoinformatics. GIS, Geomatics, Remote Sensing, Multimedia, Animation, Media Sciences, or related field. Up to 2 years' relevant experience preferred. Preference will be given to persons having experience in Unity 3D/ Unreal Engine, or Game development. 	<ul style="list-style-type: none"> Develop geospatial animations and hazard-based visual simulations. Create 2D/3D visuals, motion graphics, and time-series representations using GIS and satellite data. Support early warning dissemination, simulations (SIMEX), and awareness campaigns Convert technical hazard data into clear, decision-support visuals. Ensure compliance with NDMA standards for visual accuracy, timelines, and communication. 	22-28 Years
Assistant Manager (Met/PPS-7)	<ul style="list-style-type: none"> BS/ MS in Meteorology, Climatology, Environmental Sciences or related field. 1–3 years relevant experience preferred. 	<ul style="list-style-type: none"> Analyse meteorological and hydro-met data for hazard assessment. Interpret model outputs (ECMWF, GFS, ICON) for forecasting support. Assist in development of impact-based forecasts and early warning products. Monitor weather patterns, anomalies, and extreme events. Support preparation of advisories, situation reports, and risk assessments. Coordinate with technical teams for integration into early warning systems. Use GIS to perform analysis and make weather or relevant maps 	22-28 Years
Assistant Manager (AI/PPS-7)	<ul style="list-style-type: none"> BS/ MS in AI, Data Science, Computer Science or related field. 1–3 years' experience in AI/ML preferred. 	<ul style="list-style-type: none"> Assist in development and implementation of AI/ML models for hazard prediction. Perform data analysis on geospatial, meteorological, and disaster datasets. Support development of forecasting tools, dashboards, and decision-support systems. Assist in model training, validation, and performance monitoring Work with large datasets for predictive analytics and early warning applications Coordinate with technical teams to integrate AI outputs into operational systems. 	22-28 Years
Manager – (Risk Finance /PPS-09)	<ul style="list-style-type: none"> Advanced degree in Finance, Economics, Environmental Science, Climate Change, Disaster Management, or a related field. Must have experience Twelve years with BS and Ten years with MS' including at least 4 years should be specifically in climate and disaster risk finance setting. Must have good knowledge of Pakistan's climate and disaster risk finance landscape. Must have good project management and proposal development expertise. Experience with government, IFIs and other international organizations are preferred. Experience in financial instruments 	<p><u>Climate Finance</u></p> <ul style="list-style-type: none"> Provide overall support to the GCF Accreditation Process on a proactive basis by helping the CDRF Unit to prepare NDMA for the next phases and requirements for accreditation beforehand. Develop bankable project concept notes to tap alternative climate finance windows while the GCF accreditation proceeds. Ensure at least one concept note is converted by QIII to full-fledged project proposal on the GCF format or any other format as advised by the reporting manager. <p><u>Risk Finance</u></p> <ul style="list-style-type: none"> Identify potential risk retention and risk transfer instruments and develop solid business plans accordingly. Develop project concept notes based on the identification, identify stakeholders required for product design and implementation. 	34-45 Years

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
	<p>development and designing is preferred.</p> <ul style="list-style-type: none"> • Experience in economic and financial modelling is desired. • Proven leadership and management skills. • Strong analytical and problem-solving abilities. • Excellent communication and stakeholder engagement skills. 	<ul style="list-style-type: none"> • Ensure at least one concept note is converted by QIII to full-fledged project proposal on the GCF format or any other format as advised by the reporting manager. <p><u>Economic Modelling</u></p> <ul style="list-style-type: none"> • Develop NDMA's economic models, measuring quantified economic impacts of disasters on various sectors. <p><u>Policy Review</u></p> <ul style="list-style-type: none"> • Help review the existing policy and legal instruments on disaster management and climate change to identify areas for betterment along with pragmatic solutions/ alternatives. <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> • Assist in the generation of at least two knowledge products, as Unit Working Papers, incorporating strong quantitative and qualitative analyses • Lead organizing knowledge events/ sessions on key topics, engaging key stakeholders during the thought process. <p><u>Coordination</u></p> <ul style="list-style-type: none"> • Effectively coordinate with other departments and wings of NDMA for smooth operations, as well as, building strong cohesion within the team. • Identifying completed works that could be scaled up or continued with the support of the Unit. 	
<p>Deputy Manager (Risk Finance/ PPS-08)</p> <p>(2 x Posts)</p>	<ul style="list-style-type: none"> • Advanced degree in Finance, Economics, Environmental Science, Climate Change, Disaster Management, or a related field. • Must have experience Six years with BS and four years with MS' including at least 4 years should be specifically in climate and disaster risk finance setting. • Must have familiarity with Pakistan's climate and disaster risk finance landscape. • Project management and proposal development experience preferred. • Experience with government, IFIs and other international organizations are preferred. • Experience in financial instruments development and designing is preferred. • Experience in economic and financial modelling is preferred. • Strong analytical and problem-solving abilities. • Excellent communication and stakeholder engagement skills. 	<p><u>Climate Finance</u></p> <ul style="list-style-type: none"> • Provide overall support to the Unit in GCF Accreditation Process on a proactive basis by helping the CDRF Unit to prepare NDMA for the next phases and requirements for accreditation beforehand. • Assist Manager CDRF in developing bankable project concept notes to tap alternative climate finance windows while the GCF accreditation proceeds. • Support Manager CDRF in ensuring at least one concept note is converted by QIII to full-fledged project proposal on the GCF format or any other format as advised by the reporting manager. <p><u>Risk Finance</u></p> <ul style="list-style-type: none"> • Identify potential risk retention and risk transfer instruments and develop solid business plans accordingly. • Develop project concept notes based on the identification, identify stakeholders required for product design and implementation. • Support Manager CDRF in ensuring at least one concept note is converted by QIII to full-fledged project proposal on the GCF format or any other format as advised by the reporting manager. <p><u>Economic Modelling</u></p> <ul style="list-style-type: none"> • Assist in the development of economic models, measuring the impacts of disasters on various sectors. <p><u>Policy Review</u></p>	<p>26 – 33 Years</p>

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		<ul style="list-style-type: none"> • Help review the existing policy and legal instruments on disaster management and climate change to identify areas for betterment along with pragmatic solutions/ alternatives. <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> • Assist in the generation of at least two knowledge products, as Unit Working Papers, incorporating strong quantitative and qualitative analyses • Provide support in organizing knowledge events/ sessions on key topics, engaging key stakeholders during the thought process. <p><u>Coordination</u></p> <ul style="list-style-type: none"> • Effectively coordinate with other departments and wings of NDMA for smooth operations, as well as, building strong cohesion within the team. • Identifying completed works that could be scaled up or continued with the support of the Unit. 	
Assistant Manager (Risk Finance/ PPS-7)	<ul style="list-style-type: none"> • Advanced degree in Finance, Economics, Environmental Science, Climate Change, Disaster Management, or a related field. • Must have 1 year experience of working. • Must have familiarity with Pakistan’s climate and disaster risk finance landscape. • Strong analytical and problem-solving abilities. • Excellent communication skills. 	<p><u>Climate Finance</u></p> <ul style="list-style-type: none"> • Provide overall support to the Unit in GCF Accreditation Process on a proactive basis by helping the CDRF Unit to prepare NDMA for the next phases and requirements for accreditation beforehand. • Assist Manager CDRF in developing bankable project concept notes to tap alternative climate finance windows while the GCF accreditation proceeds. • Support Manager CDRF in ensuring at least one concept note is converted by QIII to full-fledged project proposal on the GCF format or any other format as advised by the reporting manager. <p><u>Risk Finance</u></p> <ul style="list-style-type: none"> • Identify potential risk retention and risk transfer instruments and develop solid business plans accordingly. • Develop project concept notes based on the identification; identify stakeholders required for product design and implementation. • Support Manager CDRF in ensuring at least one concept note is converted by QIII to full-fledged project proposal on the GCF format or any other format as advised by the reporting manager. <p><u>Economic Modelling</u></p> <ul style="list-style-type: none"> • Assist in the development of economic models, measuring the impacts of disasters on various sectors. <p><u>Policy Review</u></p> <ul style="list-style-type: none"> • Help review the existing policy and legal instruments on disaster management and climate change to identify areas for betterment along with pragmatic solutions/ alternatives. <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> • Assist in the generation of at least two knowledge products, as Unit Working Papers, incorporating strong quantitative and qualitative analyses 	22 – 28 Years

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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_____			