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 of24 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 PPS	No of Vacancies
a.	Manager (AI and Big Data Analytics)	09	01
b.	General Manager (GIS)	09	01
c.	General Manager (Risk Assessment)	09	01
d.	Deputy Manager (AI)	08	02
e.	Deputy Manager (GIS Dev)	08	01
f.	Deputy Manager (Geospatial Animator)	08	01
g.	Deputy Manager (Research & Academia)	08	01
h.	Assistant Manager (Research & Academia)	07	01
i.	Assistant Manager (System Administrator)	07	01
j.	Assistant Manager-I (Industry)	07	01
k.	Manager – Risk Finance)	09	01
l.	Deputy Manager –Risk Finance)	08	01
m.	Assistant Manager –Risk Finance)	07	01
n.	Assistant Manager (CoE)	07	01
o.	Assistant Manager (Log)	07	01
p.	Project Support Officer	04	01
q.	Auto Electrician	02	01
r.	IT Technician	05	02
Total			**20**

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.pkThe 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	Qualification & Experience	Job Descriptions	Maximum Age Limit
Manager (AI and Big Data Analytics) (PPS-09)	• BS with 12 Years and MS with 10 years relevant experience • BS/MS in Computer Science, Data Science, AI, or relevant field, or PhD with 5 years of relevant experience	• Develop and implement AI/ML models for predictive analytics in disaster risk reduction. • Manage and analyze large-scale datasets (Big Data) related to hazards and vulnerability. • Design and maintain data pipelines for real-time risk assessment and decision support. • Lead the integration of AI tools with GIS and remote sensing data. • Conduct training classes on AI and Big Data to Center of Excellence courses • Develop real-time data pipelines and dashboards linking PMD, WMO and NEOC. • Course mgmt and coordination affairs of Center of Excellence.	**(30-45 Years)**

General Manager (GIS/PPS-9)	• Advanced degree (MS & Above) in Climatology, GIS/Remote Sensing, Geomatics, Geography, Environmental Sciences, Disaster Risk Management or related fields.
	• At least 13 years of professional experience for Senior Manager and 16 years' experience for General Manager.
	• Preference will be given for experience in senior leadership roles related to disaster related early warning.
	• Proven expertise in:
	  ✓ Advanced AI/ML.
	  ✓ Risk modeling, GIS tools, and disaster early warning systems.
	  ✓ Hazard and vulnerability assessment based on weather patterns/ met data, disaster preparedness planning, and climate adaptation/mitigation strategies.
	  ✓ Designing and managing large-scale geospatial databases.
	  ✓ Remote sensing applications for risk monitoring and damage assessment.
	• Required Competencies
	  ✓ Leadership and team management abilities.
	  ✓ Excellent report writing, communication, and negotiation skills.
		• **Risk Identification & Assessment**
		  ✓ Develop and implement a comprehensive Risk Assessment Framework.
		  ✓ Conduct hazard, vulnerability, & exposure assessments using scientific models, GIS, remote sensing and scenario-based forecasting.
		  ✓ Analyse both physical risks (e.g., floods, earthquakes, droughts, extreme weather) and transition risks.
		• **Leadership & Strategy**
		  ✓ Develop and implement the organization's GIS and Remote Sensing Strategy in alignment with national disaster management and climate resilience frameworks.
		  ✓ Oversee the design and management of a centralized geospatial database integrating hazard, exposure, and vulnerability data.
		• **Technical Functions**
		  ✓ Analysis of hydro-met data and weather patterns using advanced tools (ArcGIS, QGIS, ERDAS Imagine, ENVI, Google Earth, remote sensing imagery, LiDAR, drones) for timely hazard predictions.
		  ✓ Lead hazard and vulnerability mapping (floods, earthquakes, droughts, cyclones, sea-level rise, landslides etc.) and climate variability to assess allied hazards and support risk assessment.
		  ✓ Develop spatial risk models and GIS-based decision-support systems for disaster preparedness and response.
		  ✓ Integrate GIS/RS with early warning systems, real-time monitoring, and rapid damage assessment tools.
		  ✓ Seismic risk assessment and implications of geological/
			28-50 Years

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
		seismological activities. ✓ Develop and perform advanced AI/ ML models. ✓ Creation of animated simulations based on hazard scenarios. ✓ Conduct research and analysis of environmental issues.	
General Manager (Risk Assessment/ PPS-9)	• Advanced degree (MS or above) in Disaster Risk Management, Climatology, Environmental Sciences, Geography, GIS/Remote Sensing, or related fields. • Minimum 16 years of professional experience (13 years for Senior Manager) in risk assessment and disaster management. • Preference for candidates with senior leadership experience related to disaster risk analysis and early warning. • Proven expertise in: ✓ Advanced AI/ML for multi-hazard risk assessment and forecasting. ✓ Risk modeling, scenario analysis, and disaster early warning systems. ✓ Hazard, vulnerability, and exposure assessment using weather and hydro-met data. ✓ Disaster preparedness planning and climate adaptation/mitigation strategies. ✓ Design and management of large-scale risk and exposure databases. ✓ Remote sensing and geospatial applications for risk monitoring and damage assessment. • Required Competencies ✓ Leadership and team management abilities. ✓ Strong report writing, communication, and coordination skills.	• **Risk Identification & Assessment** ✓ Develop and implement a comprehensive Risk Assessment Framework. ✓ Conduct hazard, vulnerability, and exposure assessments using scientific models, GIS, remote sensing and scenario-based forecasting. ✓ Analyse both physical risks (e.g., floods, earthquakes, droughts, extreme weather) and transition risks. • **Leadership & Strategy** ✓ Develop and implement the organization's GIS and Remote Sensing Strategy in alignment with national disaster management and climate resilience frameworks. ✓ Oversee the design and management of a centralized geospatial database integrating hazard, exposure, and vulnerability data. • **Technical Functions** ✓ Analysis of hydro-met data and weather patterns using advanced tools (ArcGIS, QGIS, ERDAS Imagine, ENVI, Google Earth, remote sensing imagery, LiDAR, drones) for timely hazard predictions. ✓ Lead hazard and vulnerability mapping (floods, earthquakes, droughts, cyclones, sea-level rise, landslides etc.) and climate variability to assess allied hazards and support risk assessment. ✓ Develop spatial risk models and GIS-based decision-support systems for disaster preparedness and response. ✓ Integrate GIS/RS with early warning systems, real-time monitoring, and rapid damage assessment tools. ✓ Seismic risk assessment and implications of geological/ seismological activities. ✓ Develop and perform advanced AI/ ML models. ✓ Creation of animated simulations based on hazard scenarios. ✓ Conduct research and analysis of environmental issues.	**28-50 Years**

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Deputy Manager (AI/ PPS-8) **(2x Posts)**	• Master's / Bachelor's Degree (16 Years of Education) in Data Science, Computer Science, Artificial Intelligence, Machine Learning, or any other relevant discipline from HEC-recognized institutions. Minimum 5–7 years of relevant professional experience in AI/ML development, with demonstrated experience in predictive modelling and data-driven decision systems.	• Lead the design, development, and deployment of AI/ML models for predictive analysis of multi-hazard scenarios and risk projections. • Oversee model training, validation, and performance optimization using large-scale geospatial, meteorological, and disaster-related datasets. • Guide junior staff in AI/ML workflows and ensure alignment with NDMA early warning and decision-support systems. • Integrate AI-driven outputs into Early Warning Systems (EWS), dashboards, and operational platforms. • Coordinate with technical and domain wings to translate hazard intelligence into actionable forecasts and advisories.	**26 – 33 Years**

Deputy Manager (GIS Dev/ PPS-8)	• Bachelor's or Master's degree (16 years of education) in GIS, Geomatics, Remote Sensing, Computer Science, Geography, or related field from an HEC-recognized institution.
	• Minimum 8–10 years of professional experience in GIS development, spatial analysis, or geospatial system design.
	• Preference for experience supporting disaster management, early warning systems, or risk-related projects.
	• Proven experience in:
	  ✓ GIS application development and spatial database design.
	  ✓ Use of GIS tools and platforms (ArcGIS, QGIS, web-GIS).
	  ✓ Integration of geospatial data with dashboards, decision-support, and early warning systems.
	  ✓ Handling satellite imagery and basic remote sensing products for hazard mapping.
	  ✓ Managing and maintaining structured geospatial datasets.
	• Required Competencies
	  ✓ • Ability to work in team-based technical environments.
	  ✓ Clear documentation, reporting, and coordination skills.
		• Develop, maintain, and enhance GIS-based applications and geospatial systems to support NDMA operations.
		• Design and manage spatial databases integrating hazard, exposure, and vulnerability data.
		• Support development of web-GIS dashboards and decision-support tools for early warning and response.
		• Process and analyse satellite imagery and geospatial datasets for hazard mapping and monitoring.
		• Integrate GIS outputs with early warning systems and operational platforms.
		• Ensure data quality, consistency, and documentation of geospatial products.
		• Provide technical support to GIS analysts and coordinate with risk, EW, and IT teams.
		• Assist in preparation of maps, spatial analyses, and reports for planning and response activities.
		• Follow NDMA standards for geospatial data management and cartographic accuracy.
			26 – 33 Years

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Deputy Manager (Geospatial Animator/ PPS-8)	• Master's / Bachelor's Degree (16 Years of Education) in Geographic Information Systems (GIS), Geomatics, Remote Sensing, Computer Graphics, Multimedia Design, or any other relevant discipline from HEC-recognized institutions. • Up to 2 years of relevant professional experience in geospatial visualization, animation, or multimedia mapping shall be preferred.	• Develop geospatial animations and visual simulations for disaster scenarios, early warnings, and risk communication. • Convert GIS, satellite, and hazard datasets into 2D/3D animations, motion graphics, and time-series visualizations. • Support Early Warning dissemination, SIMEX exercises, and public awareness campaigns through animated products. • Collaborate with GIS analysts, Tech EW to ensure technical accuracy and visual clarity of hazard information. • Maintain NDMA standards for cartographic integrity, timelines, and visual storytelling.	**26 – 33 Years**
Deputy Manager (Research & Academia/PPS-8	• BS/BE degree in Environment Sciences/Engineering, GIS, Remote Sensing, Space Science or a related technical field with 4-6 years of relevant experience.	• Strong coordination and stakeholder engagement skills • Research, analysis, and technical writing capability • Understanding of DRR, climate change, and water-related hazards • Ability to interpret disaster data for policy and planning • Excellent communication and organizational skills • Experience with government organizations, academia, or research institutions will be an advantage	**26 – 33 Years**
Assistant Manager (Research & Academia/PPS-7	• BS/BE degree in Environment Sciences/Engineering, GIS, Remote Sensing, Space Science or a related technical field with 2-4 years of relevant experience.	• Strong research, drafting, and documentation skills • Coordination and teamwork abilities • Understanding of disaster risks, hazards, and emergency response • Presentation and communication skills • Proficiency in MS Office and report preparation • Working knowledge of Artificial Intelligence (AI)–based tools and software	**22 – 30 Years**
Assistant Manager (System Administrator/ PPS-07)	MS / BS in Computer Science/ Software Engineering/ IT from HEC recognized Institutions. • Minimum 3 years of Relevant Professional Experience from reputed organization / corporate sector.	• Install, configure, manage and maintain servers (Windows/Linux), virtualization platforms, and storage systems. • Manage user accounts, access controls, Active Directory, email systems, and system policies. • Perform installation, configuration, and troubleshooting of hardware, software and system services. • Ensure data security, backups, and disaster recovery procedures are implemented and tested. • Maintain documentation of system configurations, check of list of critical services, SOPs, and configuration records. Maintenance logs, licenses, and inventory. • Generate and maintain regular reports on system health, incidents and performance metrics. • Monitor system performance, availability, logs, and capacity planning to ensure optimal uptime. • Perform patch mgmt, sys updates & hardware/software upgrades. • Technical knowledge in cloud computing (Azure/ AWS/ Web services) server virtualization, cyber security**,** and scripting**.**	**22 – 30 Years**

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Assistant Manager (Industry/ PPS-07)	Minimum: Bachelor's Degree in Business Administration (BBA), Commerce (B.Com) or relevant field.	• Assist in maintaining communication and coordination with industrial partners, associations and sectorial platforms. • Support in mobilizing industry resources (e.g logistics, supplies, technical assistance) during emergencies. • Help organize meetings, workshops and joint disaster preparedness and risk reduction activities with industrial stakeholders. • Prepare meeting minutes, draft correspondence and maintain records of engagements with industries. • Prepare short briefs highlighting private sector contributions to national resilience. • Assist in report writing, documentation and follow-ups as guided by the Deputy Manager and Manager. • Any other task assigned by Senior Director Manager (NR)	22 – 30 Years

Manager – (Risk Finance /PPS-09)	• Advanced degree in Finance, Economics, Environmental Science, Climate Change, Disaster Management, or a related field.
	• Must have 08 years' experience of working, of which 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 development and designing is preferred.
	• 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.
		• Climate Finance
		  ✓ 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.
		• Risk Finance
		  ✓ 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.
		  ✓ 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.
		• Economic Modelling
		  ✓ Develop NDMA's economic models, measuring quantified economic impacts of disasters on various sectors.
		• Policy Review
		  ✓ Help review the existing policy and legal instruments on disaster management and climate change to identify areas for betterment along with pragmatic solutions/ alternatives.
		• Knowledge Management
		  ✓ Assist in the generation of at least two knowledge products, as Unit Working Papers, incorporating strong quantitative and
			(34-45 Years)

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
		qualitative analyses ✓ Lead organizing knowledge events/ sessions on key topics, engaging key stakeholders during the thought process. • Coordination ✓ 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.	
Deputy Manager (Risk Finance/ PPS-08)	• Advanced degree in Finance, Economics, Environmental Science, Climate Change, Disaster Management, or a related field. • Must have 04 years' experience of working, of which at least 2 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.	• Climate Finance ✓ 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. • Risk Finance ✓ 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. • Economic Modelling ✓ Assist in the development of economic models, measuring the impacts of disasters on various sectors. • Policy Review ✓ Help review the existing policy and legal instruments on disaster management and climate change to identify areas for betterment along with pragmatic solutions/ alternatives. • Knowledge Management ✓ 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	26 – 33 Years

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
		process. • <u>Coordination</u> ✓ 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)	• 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.	• <u>Climate Finance</u> ✓ 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. • <u>Risk Finance</u> ✓ 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. • <u>Economic Modelling</u> ✓ Assist in the development of economic models, measuring the impacts of disasters on various sectors. • <u>Policy Review</u> ✓ Help review the existing policy and legal instruments on disaster management and climate change to identify areas for betterment along with pragmatic solutions/ alternatives. • <u>Knowledge Management</u> ✓ 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. • <u>Coordination</u>	**22 – 30 Years**

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
		✓ 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 (CoE/ PPS-7)	• Bachelor's or Master's degree in Information Technology, Computer Science, Software Engineering, Systems Administration, or relevant field. • Minimum 3–5 years of relevant experience in IT operations, administrative management, facility management, or technical support roles. • Hands-on experience in network administration, troubleshooting, multimedia systems, LAN/Wi-Fi management and classroom technology support. • Demonstrated competence in inventory management, administrative coordination and support to training programs. • Candidates with exposure to innovation, digital technologies, smart facility management, or ICT-enabled learning environments will be preferred.	• Ensure seamless hardware, software and network connectivity across all CoE-C2DM classrooms, training halls and administrative areas. • Manage and maintain all IT systems, servers, LAN/Wi-Fi, audio-visual equipment, multimedia projectors, video conferencing systems and digital learning tools. • Provide on-ground technical support during lectures, online classes (Zoom/Hybrid), simulations, workshops and special events. • Troubleshoot real-time issues related to equipment, connectivity, system access, or digital resources. • Oversee the CoE Building, ensuring proper upkeep, maintenance and operational readiness at all times. • Maintain complete record and monitoring of inventory, furniture, IT assets, lab equipment and training materials. • Coordinate with NDMA Administration Wing, Procurement and IT Support Units for smooth facility operations. • Ensure workplace discipline, safety measures, visitor management and routine functioning of the Center. • Assist in plan organizing and administering training activities. • Ensure classrooms, IT systems, attendance mechanisms, registration desks and digital resources are fully prepared before each session. • Manage participant documentation, resource materials, multimedia preparation and administrative facilitation. • Provide continuous support during training delivery, faculty coordination and participant engagement. • Identify opportunities for technology integration, automation, digital learning enhancements and smart facility upgrades. • Support introduction of AI-enabled tools, cloud-based learning platforms, digital archiving and smart monitoring systems. • Contribute ideas for improving training quality, efficiency and user experience through technology. • Maintain updated student and participant data as part of CoE-C2DM digital systems. • Ensure strict confidentiality, professionalism and compliance with NDMA rules and procedures.	**22 – 30 Years**

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
		• Assist in preparation of reports, briefs and documentation related to administrative and IT functions. • Any other task assigned	
Assistant Manager (Log/PPS-7)	• BS/ Master in Chain Management or Logistics relevant subjects from HEC recognized institution • 4 years of relevant professional experience	• Monitor relief activities as NDMA representative and ensure implementation of all SOPs related to storage, maintenance and security. • Maintain and update relief item records, oversee inventory and physical stock taking and ensure proper documentation and accounting. • Manage issuance, receipt and delivery of relief goods and handle billing, coordination of all logistical activities in the region. • Ensure warehouse security, functioning of CCTV and fire safety equipment, prevent unauthorized access and enforce discipline and staff presence.	**22 – 30 Years**
Project Support Officer/ PPS-4	• Qualification Matric and above • Minimum 10 years of experience in project administration and coordination	• Provide efficient and reliable administrative support through effective management of records, coordination activities, and routine office operations. • Arrange and coordinate official meetings with stakeholders, including scheduling and overall event management. • Maintain all office records, files, and registers in accordance with organizational policies and compliance standards. • Support day-to-day office operations to ensure smooth, uninterrupted workflow and effective service delivery.	**40-50 Years**
Auto Electrician/PPS-2	• Qualification Middle and also Certificate/Diploma in Auto Electrical Technology or related field • 3-5 years of experience in public / private facility management setup as Auto Electrician.	• Diagnose electrical faults using diagnostic tools and wiring diagrams • Repair or replace wiring, fuses, relays, sensors, alternators, and starters • Install and repair lighting systems, indicators, and warning systems • Service battery systems, charging systems, and ignition systems • Work on vehicle electronic systems (ECU, ABS, airbags, infotainment) • Perform routine inspections and preventive maintenance • Maintain accurate service and repair records • Follow safety procedures and manufacturer specification.	**25-35 Years**

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
IT Technician / PPS-5	• DAE in IT / ICS, Networks, Telecom, Electronics or other relevant field. Preference will be given to the candidates having relevant certification. • 3-5 years of Relevant Professional Experience from reputed organization / corporate sector.	• Installing and configuring computer hardware, software, systems, networks, printers and scanners. • Monitoring and maintaining computer systems and networks. • Responding in a timely manner to service issues and requests. • Providing technical support across the organization. • Setting up accounts for new users. • Repairing and replacing equipment as necessary. • Testing new technology.	**25-35 Years**

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

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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_____