

**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 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 Director (CoE)	09	1
b.	Managers (Regional Military and Media)	09	2
c.	Manager (International Collaboration)	09	1
d.	Deputy Manager (Infrastructure)	08	1
e.	Deputy Manager (Warehouse)	08	1
f.	Deputy Manager (Ops)	08	1
g.	Assistant Manager (Infrastructure)	07	1
h.	Store Manager (Warehouse)	05	1
<b>Total</b>			<b>9</b>

**Instructions: -**

1. Eligible candidates must send their respective CVs in 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://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>Senior Director (CoE) (Equivalent to PPS-09)</b>					
1.	Senior Director (CoE)	1	<ul style="list-style-type: none"> <li>MS / MSc (16 years of education)</li> <li>Disaster and management related experience / military service</li> </ul>	<ul style="list-style-type: none"> <li>Formulate and implement a national capacity-building strategy in disaster risk reduction (DRR) aligned with NDMA's mandate and Pakistan's disaster management framework.</li> <li>Design and supervise training curricula and modules for stakeholders at federal, provincial, district, and community levels.</li> <li>Conduct Training Needs Assessments (TNA) to inform development of targeted programs.</li> <li>Lead and manage national training programs, workshops, simulation exercises, and response drills.</li> <li>Develop standardized manuals, toolkits, e-learning modules, and other knowledge products.</li> <li>Coordinate with universities, training institutes, and academies through NIDM, offering disaster management courses (e.g. PDMA Training Wings, NUST, COMSATS, University of Peshawar, etc.): <ul style="list-style-type: none"> <li>➤ Align curricula with national priorities.</li> <li>➤ Avoid duplication and promote resource sharing.</li> <li>➤ Establish recognition/ accreditation standards where needed.</li> </ul> </li> <li>Promote adoption of modern training technologies, including Learning Management Systems (LMS) and blended learning formats.</li> <li>Monitor, evaluate, and report on the effectiveness and reach of training initiatives.</li> <li>Lead a team of training experts, instructional designers, and administrative support staff.</li> <li>Represent the NDMA Centre of Excellence in national, regional, and international forums focused on disaster education and capacity building.</li> </ul>	<b>(45-55) Years</b>

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
<b>Managers (Regional Military and Media) (Equivalent to PPS-09)</b>					
2.	Managers (Regional Military and Media)	2	<ul style="list-style-type: none"> <li>BS with 12 years of experience and MS with 10 years of experience in relevant filed</li> </ul>	<ul style="list-style-type: none"> <li>Provide proactive and comprehensive support to ED in executing all activities related to Regional and Military collaboration with Global and Regional partners</li> <li>To maintain coordination with JSHQ and Tri services headquarters for conduct of visits by Foreign Military Delegation</li> <li>Assist ED in planning, coordinating, and executing international partnerships and initiatives Responsible for assessing needs and identifying opportunities for seminars, conferences, events and training</li> <li>Provide project management support, including tracking timelines, milestones and deliverables</li> <li>Facilitate communication and coordination between the ED, internal teams and external stakeholders</li> <li>Establishment of linkages with Lead Global Disaster management bodies, Regional Organizations &amp; Military platforms involved in the field of Disaster management</li> <li>Organize and conduct in person/ virtual meetings, workshops, seminars and CISE with international stakeholders</li> <li>Enhance cooperation and collaboration through joint initiatives and projects</li> <li>Strengthen communication and coordination with Defence Attaches in Pakistan missions abroad</li> <li>Foster strong military relations with Defence attaches of foreign countries in Pakistan</li> <li>Enhance operational readiness through well-planned regional and international simulation exercises</li> <li>To maintain a follow up of all activities conducted with foreign counterparts</li> <li>Preparation of PPTs for different events</li> <li>Updating RM&amp;M Portal</li> <li>Preparation of post event reports</li> </ul>	<b>(34-45) Years</b>

Manager (International Collaboration) (Equivalent to PPS-09)					
3.	Manager (International Collaboration)	1	<ul style="list-style-type: none"> <li>MS/MPhil with 10 years of experience (preferably in International Relations, Development Studies, Disaster Management, Public Policy, Project Management or related field)</li> </ul>	<ul style="list-style-type: none"> <li>Serves as the focal point for coordination with foreign missions, Pak embassies and regional platforms (SAARC, ECO, SCO) etc</li> <li>Liaise with Ministry of Foreign Affairs (MoFA), and other federal stakeholders on international engagement and other relative engagements</li> <li>Facilitate timely activation of foreign pre-coordination mechanisms based on early warning triggers</li> <li>Coordinate incoming and outgoing logistical support and international liaison during disasters</li> <li>Maintain a dynamic database of foreign logistical support, expertise, and contact networks</li> <li>Represent NDMA in international forums, seminars, and meetings</li> <li>Organize diplomatic briefings, simulation exercises, and collaborative events with foreign missions</li> <li>Lead planning and execution of international seminars, foreign delegations' visits, and coordination</li> <li>Draft concept notes, working papers, and MoU/Lols and conduct briefings, in coordination with relevant wings</li> <li>Maintain high-quality correspondence with international stakeholders</li> <li>Supervise and mentor IC team members including Deputy and Assistant Managers</li> <li>Allocate tasks, monitor performance, and build a cohesive and responsive team culture</li> <li>Promote professional development and ensure knowledge transfer within the team</li> </ul>	<b>(34-45) Years</b>
Deputy Manager (Infrastructure) (Equivalent to PPS-08)					
4.	Deputy Manager (Infrastructure)	1	<ul style="list-style-type: none"> <li>BS Civil Engineering / Specialization in Structure with 6 years of experience.</li> <li>MS Civil Engineering / Specialization in Structure with 4 years of experience in relevant field</li> </ul>	<ul style="list-style-type: none"> <li><b>4-6 x years of experience in:-</b></li> <li>Pressurised Concrete Design and Analysis</li> <li>Earthquake Engineering and Seismic Hazard Assessment</li> <li>Structural Auditing and Retrofitting of existing Structures</li> <li>Geographic Information Systems (GIS) &amp; Remote Sensing for Structural Applications</li> <li>Disaster Resilience and Structural Mitigation</li> <li>Fire Safety Engineering in Structural Design</li> <li>Bridge and Infrastructure Engineering</li> </ul>	<b>(26-33) Years</b>

Deputy Manager (Warehouse) (Equivalent to PPS-08)					
5.	Deputy Manager (Warehouse)	1	<ul style="list-style-type: none"> <li>BS with 4 years and MS with 6 years of experience in Sup Chain Management or Logistics relevant subjects from HEC Recognized Institution</li> </ul>	<ul style="list-style-type: none"> <li><b>4-6 Years relevant experience</b></li> <li>Supervise day-to-day warehouse activities including receiving, storage, picking, packing, and dispatch.</li> <li>Ensure proper documentation of incoming and outgoing goods.</li> <li>Generate regular reports on stock status, dispatch performance, and warehouse KPIs.</li> <li>Coordinate with procurement, logistics, production, for smooth operations</li> </ul>	<b>(26-33) Years</b>
Deputy Manager (Ops) (Equivalent to PPS-08)					
6.	Deputy Manager (Ops)	1	<ul style="list-style-type: none"> <li>BS with 4 years and MS with 6 years of experience in relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the formulation, review, and implementation of national disaster response and contingency plans.</li> <li>Support the maintenance of high operational readiness through regular evaluations, rehearsals, and plan updates.</li> <li>Ensure implementation of SOPs and operational protocols during emergencies.</li> <li>Coordinate with relevant federal and provincial entities including PDMA, DDMA, Armed Forces, and key stakeholders to ensure synchronized response efforts.</li> <li>Serve as a liaison with international humanitarian organizations (e.g., UNOCHA, IFRC and UNDP) during crisis situations.</li> <li>Monitor early warning systems and real-time hazard alerts from technical agencies (e.g., PMD, SUPARCO).</li> <li>Compile, analyse, and disseminate regular Situation Reports (Sit Reps), damage assessments, and response summaries.</li> <li>Ensure timely reporting and documentation for internal use and external stakeholders.</li> </ul>	<b>(26-33) Years</b>

Assistant Manager (Infrastructure) (Equivalent to PPS-07)					
	Assistant Manager (Infrastructure)	1	<ul style="list-style-type: none"> <li>BS Civil Engineering 3-4 years of experience in structural engineering</li> </ul>	<ul style="list-style-type: none"> <li><b>3-4 years of experience in structural engineering, with a focus on:</b></li> <li>Pressurised Concrete Design and Analysis</li> <li>Earthquake Engineering and Seismic Hazard Assessment</li> <li>Structural Auditing and Retrofitting of existing Structures</li> <li>Geographic Information Systems (GIS) &amp; Remote Sensing for Structural Applications</li> <li>Disaster Resilience and Structural Mitigation</li> <li>Fire Safety Engineering in Structural Design</li> <li>Bridge and Infrastructure Engineering</li> </ul>	<b>(22-28) Years</b>
Store Manager (Warehouse/ Equivalent to PPS-05)					
8.	Store Manager (Warehouse)	1	<ul style="list-style-type: none"> <li>FA / Intermediate with 5 years of experience in warehouse or Disaster relief operation with Government organization</li> </ul>	<ul style="list-style-type: none"> <li>Manage day-to-day warehouse activities including receiving, storing, issuing, and dispatching of goods</li> <li>Maintain accurate inventory records using manual logs and warehouse management software (WMS)</li> <li>Conduct regular and surprise physical inventory counts and reconcile with records</li> <li>Track inventory levels and report potential shortages or excesses</li> <li>Coordinate with procurement and logistics departments to ensure timely replenishment</li> <li>Maintain complete and accurate documentation of receipts, issues, returns, and stock adjustments</li> <li>Prepare periodic reports (daily/weekly/monthly) on stock status, damages, expiries, and space utilization</li> <li>Resident of Hyderabad City</li> </ul>	<b>(25-30) Years</b>

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**APPLICATION FORM**

PASTE PASSPORT SIZE  
PHOTOGRAPH

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: _____ _____			
<b><u>Academic Qualification:</u></b>			
Degree / Certificate	Specialization	Board / University	Passing Year
<b><u>Presently Working Organization (If any)</u></b> _____ _____			
<b><u>Details of Relevant Experience:</u></b> 1. _____ 2. _____ 3. _____			
<b><u>Communications / Technical Skills</u></b> 1. _____ 2. _____			
Updated CV is Attached			

**Signature of Applicant**\_\_\_\_\_