

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

Ser	Name of Posts	Lump Sum Package Equivalent to Project Pay Scale	Number of Vacancies
1.	Manager (Policy)	9	1
2.	Manager (International Collaboration)	9	3
3.	Manager (Communications & Computer Systems)	9	1
4.	Deputy Manager (National Emergencies Operations Centre - Building)	8	1
5.	Deputy Manager (National Emergencies Operations Centre - Admin)	8	1
6.	Deputy Manager (National Emergencies Operations Centre - Accounts)	8	1
7.	Deputy Manager (National Institute of Disaster Management - Coordination)	8	1
8.	Deputy Manager (Logistics Inspection)	8	1
9.	Deputy Manager (National Search & Rescue)	8	1
10.	Deputy Manager (INSARAG: International Search & Rescue Advisory Group)	8	1
11.	Assistant Manager (National Institute of Disaster Management)	7	2
12.	Assistant Manager (Warehouse)	7	1
13.	Stenographer (Inventory Manager)	5	1
14.	Store Manager (Warehouse)	5	4
15.	Technical Assistant (IT)	5	1
16.	Technical Assistant (Systems)	5	2
17.	Technical Assistant (Network)	5	2
18.	Store In-charge (Warehouse)	4	4
<b>Grand Total</b>			<b>29</b>

**Instructions: -**

- Eligible candidates must send hard copy **by post as well as by email** (in a single pdf file), within **15 days** of publication of this advertisement, to following addresses:-
  - Post:** PO Box No 3356, GPO Islamabad.
  - Email:** [diradmin@ndma.gov.pk](mailto:diradmin@ndma.gov.pk) & [cbs@ndma.gov.pk](mailto:cbs@ndma.gov.pk)
  - Note:-** The applications to be deposited by post and email (both). Applications not received either by post or by email will not be shortlisted / entertained.
- The detailed job descriptions of the advertised posts are available on NDMA website <http://cms.ndma.gov.pk/careers/>.
- Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelope.
- Only shortlisted candidates will be called for test / interview as the case may be.
- The shortlisted candidates will be required to present their original documents duly attested by HEC at the time of interview.

6. A lump sum monthly package will be offered to the successful / selected candidate(s) depending on domain skills & relevant experience.
7. Applications received after due date will not be entertained.
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 18 months (minimum) as a departmental mandatory requirement.

**NDMA is an Equal Opportunity Employer**

**DIRECTOR (ADMINISTRATION)  
National Disaster Management Authority (NDMA)  
ISLAMABAD**

## Terms & Conditions of Advertised Posts

Ser	Designation	No of posts	Qualification	Experience	Maximum Age Limit
<b>Manager (Equivalent to PPS-09)</b>					
1.	Manager (Policy)	1	PhD/M.Phil or Master's degree in Disaster Risk Management, Public Policy, Environmental Sciences or equivalent education in respective field of study from HEC recognized University / Foreign University.	<ul style="list-style-type: none"> <li>• Minimum 10 years of experience in disaster management, policy development, or strategic planning.</li> <li>• Strong understanding of national and international disaster management frameworks and history of Disaster risk management in Pakistan.</li> <li>• Excellent analytical, communication, and interpersonal skills.</li> <li>• Proven experience in developing communication/emergency/disaster risk management policies/plans</li> <li>• Demonstrated ability to lead and collaborate with diverse teams.</li> </ul>	<b>(40 + 5) 45 years</b>
2.	Manager (International Collaboration)	3	PhD/M.Phil International Relations, Social Sciences, Development studies, Organizational / Behavioral sciences, Governance and Public Policy,	<ul style="list-style-type: none"> <li>• 10 Years or more in Govt, UN Agencies or INGOs, Humanitarian and Development organizations.</li> <li>• Disaster Management experience/specialized trainings will be preferred. Excellent English Communication &amp; presentation skills</li> </ul>	
3.	Manager (Communications & Computer Systems)	1	MCS/MS in Computer Science / Software Engineering from HEC recognized Institutions.	<ul style="list-style-type: none"> <li>• Minimum 12 Years relevant professional experience of working in a high-volume, fast-paced environment.</li> </ul>	
<b>Deputy Managers (Equivalent to PPS-08)</b>					
4.	Deputy Manager (National Emergencies Operations Centre - Building)	1	MS / BS Civil Engineering / Electrical Engineering from HEC / PEC recognized University	<ul style="list-style-type: none"> <li>• Minimum 10 years' experience in Govt / UN Agencies or INGOs and Development organizations.</li> <li>• Proven Experience of Project Management of fast track Civil / Construction projects.</li> <li>• Familiar with Hiring / Procurement procedures of Consultant &amp; Contractors.</li> <li>• Proven experience with Disaster Management</li> </ul>	<b>(35 + 5) 40 years</b>
5.	Deputy Manager (National Emergencies Operations Centre - Admin)	1	MBA / BBA degree from HEC recognized University	<ul style="list-style-type: none"> <li>• Minimum 10 years' experience of Administration work in Govt / Public / Private Sector Organization</li> <li>• Proven Experience in Disaster Management</li> </ul>	
6.	Deputy Manager (National Emergencies Operations Centre - Accounts)	1	MBA/BBA Finance /M.Com /B.Com from HEC recognized University	<ul style="list-style-type: none"> <li>• Minimum 10 years' experience of work in finance / accounts in Govt/ Public / Private Sector Organization</li> <li>• Proven Experience in Disaster Management</li> </ul>	
7.	Deputy Manager (National Institute of Disaster Management - Coordination)	1	MA/MS Degree in Disaster Management, Environmental Science, Earth Science, Public Policy and Governance, Public Administration, Political	<ul style="list-style-type: none"> <li>• 8-10 years of relevant professional experience.</li> <li>• Excellent skills in Microsoft Office, GIS, and research (publications).</li> </ul>	

			Science, or equivalent education in respective field of study from HEC recognized University / Foreign University.	• Good analytical and critical thinking abilities, along with energetic and effective communication skills in English (written and spoken).	
8.	Deputy Manager (Logistics Inspection)	1	M Phil / MBA / MS / Cert in Sup Chain Management or other relevant subjects of logistics form HEC recognized institutions	4 years of Relevant Professional Experience.	
9.	Deputy Manager (National Search & Rescue)	1	M.Phil / MBA / MS / Cert in Supply Chain Management or other relevant subjects of Logistics form HEC recognized institutions	4 years of Relevant Professional Experience.	
10.	Deputy Manager (INSARAG: International Search & Rescue Advisory Group)	1	M.Phil/MS International Relations, Social Sciences, Environment Science, Public Policy, Project Management or equivalent education in respective field of study from HEC recognized University /Foreign University.	• 7 Years or more in UN Agencies or INGOs. • Disaster Management/ Search and Rescue SAR related experience will be preferred. Excellent English speaking, Writing and Presentation skills	
<b>Assistant Managers (Equivalent to PPS-07)</b>					
11.	Assistant Manager (National Institute of Disaster Management)	2	BS/MS Degree in Disaster Management / Environmental Science/ Earth Science/ Public Policy and Governance/ Public Administration or equivalent education in respective field of study from HEC recognized University /Foreign University.	• 0-2 years of Relevant Professional Experience. • Excellent Skills in Microsoft Office, GIS and Research (Publications) • Good Analytical and Critical Thinking, Energetic and Good Communication Skills in English (Written & Spoken).	<b>(30 + 5) 35 years</b>
12.	Assistant Manager (Warehouse)	1	BS / Masters in Sup Chain Management or logistics relevant subjects form HEC recognized institutions	• 4 years of Relevant Professional Experience.	
<b>Support Staff (Equivalent to PPS-05)</b>					
13.	Stenographer (Inventory Manager)	1	FA or equivalent qualification	• 4 years of Relevant Professional Experience.	
14.	Store Manager (Warehouse)	4	FA / Diploma / Cert in Supply Chain Management or other relevant subjects of logistics	• 7 years of Relevant Professional Experience.	
15.	Technical Assistant (IT)	1	DAE in IT / ICS, 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.	
16.	Technical Assistant (Systems)	2	DAE in IT / ICS, Computer Systems 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.	
17.	Technical Assistant (Network)	2	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.	
<b>Support Staff (Equivalent to PPS-04)</b>					
18.	Store In-charge (Warehouse)	4	Matric / FA or equivalent or other relevant subjects of logistics	• 7 years of Relevant Professional Experience.	

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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 as on 20 <sup>th</sup> Dec, 2023: .....
Domicile: .....	CNIC No: .....
Contact No: .....	E-mail address.....
Mailing Address..... .....	

**Academic Qualification:**

Degree / Certificate	Specialization	Board / University	Passing Year

**Presently Working Organization (If any)**

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**Details of Relevant Experience:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Communications / Technical Skills**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Updated CV is Attached**

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