

**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 a period of 24x 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 Posts	Lump Sum Package Equivalent to Project Pay Scale	Number of Vacancies
1.	Manager (Policy)	9	2
2.	Deputy Manager (NDMP Coord)	8	1
3.	Deputy Manager (Anticipatory Actions)	8	1
4.	Deputy Manager (Provincial Coord)	8	3
5.	Assistant Manager (NDMP Coord)	7	2
6.	Assistant Manager (Anticipatory Actions)	7	2
Grand Total			11

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:** amarnajeeb@gmail.com
 - Note:-** The applications to be deposited by post and email (both). Applications not received within the stipulated time frame either by post or by email will not be entertained.
- The detailed terms & conditions of the advertised posts as well as application form 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.
- A lump sum monthly package will be offered to the successful / selected candidate(s) depending on domain skills & relevant experience.
- Applications received after due date will not be entertained.
- 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.
- No TA/DA will be admissible for appearing in the test / interview.

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	Equivalent to PPS	Qualification	Experience	Maximum Age Limit
1.	Manager (Policy)	2	9	MS in Disaster Risk Management, Public Policy / Administration, Development Studies, Project Management, or equivalent from HEC recognized university / Foreign university	<ul style="list-style-type: none"> • 10 – 12 years of relevant experience in public sector / development sector • Good understanding of concepts of DRM and DRR, and knowledge of global / local developments in DRR is required • Prior experience of working on DRR, disaster preparedness and policy development is preferable 	(40 +5) 45 Years
2.	Deputy Manager (NDMP Coord.)	1	8	MS in Project Management, DRM, Public Policy / Administration or equivalent from HEC recognized university / Foreign university	<ul style="list-style-type: none"> • 4 – 5 years of relevant experience in public sector / development sector • Preferably prior experience of DRR, project management, coordination and formulation/ development of plans, policies, briefs, etc. • Good understanding of DRR, DRM and overall DRM sector in Pakistan 	(35 +5) 40 Years

3.	Deputy Manager (Anticipatory Actions)	1	8	MS in Disaster Risk Management, Development Studies, Finance or equivalent from HEC recognized university / Foreign university	<ul style="list-style-type: none"> • 4 – 5 years of relevant experience in public sector / humanitarian organizations • Good understanding of concepts of anticipatory actions and knowledge of local stakeholders • Prior experience of working on anticipatory actions, DRR and / or disaster preparedness / emergency response is preferable 	(35 +5) 40 Years
4.	Deputy Manager (Provincial Coord.)	3	8	MS in DRM, Project Management, Development Studies, Public Policy / Administration, or equivalent from HEC recognized university / Foreign university	<ul style="list-style-type: none"> • 4 – 5 years of relevant experience in public sector / development sector • Preferably prior experience of DRR, project management, humanitarian response, and / or coordination • Good understanding of DRR / DRM concepts and overall working of DRM (public) sector in Pakistan 	(35 +5) 40 Years

5.	Assistant Manager (NDMP Coord)	2	7	Bachelors in Project Management, DRM, Business Administration, Public Policy / Administration or equivalent from HEC recognized university / Foreign university	<ul style="list-style-type: none"> • 2 – 3 years of relevant experience in public sector / development sector • Preferably prior experience of DRR, project management, coordination and formulation/ development of plans, policies, briefs, etc. <p>Good understanding of DRR / DRM concepts and overall DRM sector in Pakistan</p>	(30 +5) 35 Years
6.	Assistant Manager (Anticipatory Actions)	2	7	Bachelors in Disaster Risk Management, Development Studies, Project Management or equivalent from HEC recognized university / Foreign university	<ul style="list-style-type: none"> • 2 – 3 years of relevant experience in public sector / humanitarian organizations • Good understanding of concepts of anticipatory actions • Preferably prior experience of working on anticipatory actions, DRR and / or disaster preparedness/ emergency response 	(30 +5) 35 Years

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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 29 TH Feb, 2024:
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)

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.....
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Details of Relevant Experience:

1. _____
2. _____
3. _____

Communications / Technical Skills

1. _____
2. _____

Updated CV is Attached

Signature of Applicant _____