

**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 given detail below:-

Ser	Post	Lump Sum Package (PPS)	No of Posts
1.	Manager / Deputy Manager	9/8	1
2.	Manager / Deputy Manager	9/8	1
3.	Manager / Deputy Manager	9/8	1
4.	Manager / Deputy Manager	9/8	1
5.	Assistant Manager	7	2
6.	Assistant Manager	7	1
7.	Assistant Manager	7	1
Grand Total			8

Instructions:-

1. 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:** consultantprojectdev@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.
2. The detailed terms & conditions of the advertised posts & application form are available on NDMA website <http://ndma.gov.pk/careers/>.
3. Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelope.
4. A lump sum monthly package will be offered to the successful / selected candidate(s) depending on domain skills & relevant experience.
5. Applications received after due date will not be entertained.

**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	Age Limit
1.	Manager / Deputy Manager	1	9/8	MS (Const Engg Mgmt)	5 to 10 Years of Experience in Contract Mgmt, Const Planning Sch & Con, Policies Formation, Planning & Strategy for Disast Mgmt, Community based DRM, Envmt Framework on Disaster	40-45 Years
2.	Manager / Deputy Manager	1	9/8	MS (Urban & Regional Planning)	5 to 10 Years of Experience in Disaster Planning & Mgmt, Regional Dev Planning, Planning Research Methods, Social Engg for Sustainable Dev, Contemporary Urban Planning	40-45 Years
3.	Manager / Deputy Manager	1	9/8	MS (Structure Engg)	5 to 10 Years of Experience in Pre-Stressed Concrete, EQ Seismology & EQ Hazards, Const Mgmt, DR Eval & Retrofitting of exist strs, Disaster Risk Assessment & Mitigation	40-45 Years
4.	Manager / Deputy Manager	1	9/8	MS (Water Resource Mgmt)	5 to 10 Years of Experience in River Engg, Irrigation & Drainage Engg, Disaster Mgmt, Urban Hydrology, Water Law & Policies, River Basin Modeling	40-45 Years
5.	Assistant Manager	2	7	B.Sc (Civil Engg)	5 Years of Experience in Contract Mgmt, Const Planning Sch & Con, Const Cost Estimation, Contract Eval & Preparation	35-40 Years
6.	Assistant Manager	1	7	B.Sc (Civil Engg)	5 Years of Experience in Irrigation & Drainage, Water Law & Policies, River Basin Modeling, Hydrology and Water Resources	35-40 Years
7.	Assistant Manager	1	7	BS (City & Regional Planning)	5 Years of Experience in Housing and Urban Dev, Rural Dev Planning, Land use and Building Control, GIS Analysis and App	35-40 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 25 th Mar, 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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Details of Relevant Experience:

1. _____
2. _____
3. _____

Communications / Technical Skills

1. _____
2. _____

Updated CV is Attached

Signature of Applicant _____