

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. 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.	Deputy Manager (Development Partner)	8	1
b.	Assistant Manager (UN)	7	1
c.	Assistant Manager (GIS Dev)	7	1
d.	Deputy Manager (Infrastructure)	8	1
e.	Sub Engineer (B&R)	6	1
Total			5

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.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

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Deputy Manager (Development Partner) PPS-08	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Assist the Manager Development Partners in coordination with donors, UN agencies, and development partners. Support preparation of concept notes, project proposals, PC-Is, and funding requests. Coordinate routine correspondence, follow-ups, and information sharing with development partners. Support organization of donor meetings, briefings, workshops, and review missions. Assist in monitoring progress of donor-funded projects in coordination with relevant NDMA wings. Compile data and inputs for narrative, progress, and results-based reports. Maintain and regularly update databases of development partners, projects, and funding status. Support alignment of partner-supported initiatives with NDMP and national priorities. Prepare briefs, summaries, and presentations for senior management. Perform any other task assigned by the competent authority. 	26-33 Yrs
Assistant Manager (UN) PPS-07	<ul style="list-style-type: none"> BS/BE degree in Environment Sciences/Engineering, GIS, Remote Sensing, Space Science or a related technical field with 2-4 years of relevant experience. 	<ul style="list-style-type: none"> Support coordination and liaison with UN agencies, funds, and programmes. Assist in implementation and follow-up of UN-supported projects and initiatives. Support preparation of concept notes, project documents, and work plans in coordination with UN partners. Assist in organizing meetings, workshops, briefings, and missions involving UN agencies. Coordinate collection of data and inputs for narrative, progress, and results-based reports. Support monitoring of UN-funded project activities in coordination with concerned NDMA wings. Maintain records of UN agreements, correspondence, and project documentation. Assist in alignment of UN-supported interventions with NDMP and national priorities. Prepare summaries, briefs, and presentations for senior management. Perform any other task assigned by the competent authority. 	22 – 30 Yrs

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Assistant Manager (GIS Dev/PPS-7)	<ul style="list-style-type: none"> BS / MS in GIS, Geoinformatics, Remote Sensing, Computer Science, Geography, or a related field from an HEC-recognized institution. Candidates with 1-2 years of professional experience in GIS development, spatial analysis, or geospatial system design will be preferred. Additional preference will be given to those having hands on experience in web-GIS development, disaster management, early warning systems, or risk and hazard-related projects. 	<ul style="list-style-type: none"> GIS application development and spatial database design. Web GIS Use of GIS platforms, software, tools (ArcGIS, QGIS, or any relevant GIS/RS software). Integration of geospatial data with dashboards, decision-support tools, and early warning systems. Handling satellite imagery and basic remote sensing products for hazard mapping. Management and maintenance of structured geospatial datasets. 	22-28 Yrs
Deputy Manager (Project Dev/ PPS- 8)	<ul style="list-style-type: none"> BS with 4 yrs experience or MS with 2 yrs experience in Civil Engineering 	<ul style="list-style-type: none"> Earthquake engineering and seismic hazard assessment Sustainable construction materials and Life Cycle Assessment (LCA) of modern construction practices Evaluate infrastructure performance under multi-hazard risks and identify critical vulnerabilities. Structural auditing and retrofitting of existing structures Fire safety engineering in structural design Knowledge of national and international building codes and standards Coordination with stakeholders and technical teams 	26-33 Yrs
Sub Engineer (B&R)/ PPS-6	<ul style="list-style-type: none"> B. Tech (Civil Engg) with 5 years of relevant experience. DAE (Civil Engg) with 7 years of experience in following:- <ul style="list-style-type: none"> Site Operations Cost Estimation Store Management CAD Drafting 	<ul style="list-style-type: none"> Assist Civil Engineer for day-to-day works at Site. Plan task break down, proj implementation time coord with supervisor. Conduct feasibility survey, detail survey of various projects. Implement construction of site infrastructure as per design with quality assurance. Estimating take off quantities and materials required for projects. Assist supervisor for construction related plan. Assist the supervisor in planning, estimating and supervision of project. infrastructure and facilities at site and prepare payment certificates thereof. Monitor the contractor's plan with the project plan Assist the supervisor to prepare progress reports. Assist to check and verify contractor's payment if any. Perform any other duties as assigned by officer Incharge. Place of duty station is NDMA HQ, Islamabad. 	25-35 Yrs

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

PASTE PASSPORT SIZE
PHOTOGRAPH

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