

**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 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.	Manager (AI and Big Data Analytics)	09	01
b.	Manager (Earth Sciences)	09	01
c.	Deputy Manager (Civil Engineering & BIM)	08	01
d.	Deputy Manager (Climate Sciences)	08	01
e.	Deputy Manager (Meteorology)	08	01
f.	Deputy Manager (Climatology)	08	01
g.	Assistant Manager (GIS Dev)	07	01
h.	Tech Voice	05	01
Total			08

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 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
1.	Manager (AI and Big Data Analytics) (PPS-09)	01	- BS with 12 Years and MS with 10 years relevant experience - BS/MS in Computer Science, Data Science, AI, or relevant field, or PhD with 5 years of relevant experience	- Develop and implement AI/ML models for predictive analytics in disaster risk reduction. - Manage and analyze large-scale datasets (Big Data) related to hazards and vulnerability. - Design and maintain data pipelines for real-time risk assessment and decision support. - Lead the integration of AI tools with GIS and remote sensing data. - Conduct training classes on AI and Big Data to Center of Excellence courses - Develop real-time data pipelines and dashboards linking PMD, WMO and NEOC. - Course management and coordination affairs of Center of Excellence.	(30-45 Yrs)
2.	Manager (Earth Sciences) (PPS-09)	01	- BS/MS in Geology, Geophysics, Seismology, or relevant Earth Sciences field. - BS with 12 Years and MS with 10 years relevant experience, or PhD with 5 years of relevant experience	- Lead studies on geological hazards (e.g., fault mapping, landslide susceptibility). - Oversee advanced earthquake seismology and seismic hazard assessments. - Develop ground motion models and site response analyses. - Policy planning for geological disaster mitigation and early warning systems. - Conduct GIS and remote sensing-based seismic and landslide mapping. - Integrate UAV, IoT, and InSAR data for real-time simulations. - Conduct trainings on 3D hazard visualization and geospatial analytics. - Conduct training classes Center of Excellence courses. - Course management and coordination affairs of Center of Excellence.	(30-45 Yrs)
3.	Deputy Manager (Civil Engineering & BIM) (PPS-08)	01	- BS/MS in Civil Engineering, Urban Planning Structural Engineering, Construction Engineering Management or relevant field with proven BIM/Digital Twin expertise. - BS with 12 Years and MS with 10 years relevant experience, or PhD with 5 years of relevant experience	- Oversee design and construction standards using Building Information Modeling (BIM) for resilient infrastructure. - Manage the structural assessment and retrofit planning of critical facilities. - Develop and enforce building codes incorporating disaster resilience principles. - Lead quality assurance protocols for construction projects. - Conduct training classes Center of Excellence courses. - Course management and coordination affairs of Center of Excellence.	(30-45 Yrs)
4.	Deputy Manager (Climate Sciences) (PPS -08)	01	- BS/MS in Meteorology, Climate Sciences, Environmental Science, or relevant field. - BS with 12 Years, MS with 08 years	- Conduct climate change impact assessments on disaster risks (e.g., floods, heatwaves). - Develop digital twin models for hazard-prone regions and infrastructure resilience. - Develop strategies and policies for climate adaptation and mitigation.	(30-45 Yrs)

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
			relevant experience, or PhD with 5 years of relevant experience	- Utilize climate models for long-term disaster planning. - Integrate climate data and projections into regional and urban planning. - Data-driven weather intelligence. - Design and conduct training on climate modeling and predictive analytics. - Integration of climate simulations with NDMP and Sendai targets. - Research on monsoon, smog, and early warning analytics. - Conduct training classes Center of Excellence courses. - Course management and coordination affairs of Center of Excellence.	
5.	Deputy Manager Meteorology (PPS-08)	01	Master's/ Bachelor's Degree (16 years of Education) in Remote Sensing, Meteorology, Environmental Science, Geoscience, Environmental Physics or any other relevant field from HEC recognized institutions. Up to 2 years relevant professional experience shall be preferred. Fresh candidates may also apply.	- Monitor and analyze real-time weather data and forecasts to identify potential meteorological hazards Pakistan. - Generate weather-based alerts, advisories, and impact analyses to support NEOC's decision-making during preparedness and response operations. - Support the integration of meteorological inputs into NEOC dashboards, hazard assessments, and situational reports.	(26-33 Yrs)
6.	Deputy Manager Climatology (PPS-08)	01	Master's or Bachelor's degree (16 years of Education) in Climatology, Meteorology, Environmental Science, Remote Sensing, Environmental Physics or another related field from an HEC-recognized university. Up to 2 years of relevant experience will be preferred; however, fresh candidates may also apply.	- Monitor and study real-time climate data and forecasts to find possible weather and climate risks for Pakistan. - Prepare climate-based alerts, advisories, and short reports to help NEOC in planning and response activities. - Add climate in information to NEOC dashboards, risk assessments, and situation reports.	(28-40 Yrs)
7.	Assistant Manager (GIS Dev) (PPS-07)	01	BS/BE degree in Computer Science, GIS, Remote Sensing, Space Science or a related technical field with 0-2 years of relevant experience.	- Develop and maintain GIS-based dashboards and web applications for risk, hazard, and early warning visualization. - Automate spatial data processing workflows and integrate multi-source spatial datasets into National Common Operating Picture.	(22-28 Yrs)
8.	Tech Voice (PPS-05)	01	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	- Provide technical support for online meetings and video conferencing, including system setup, testing, and troubleshooting. - Mgmt IT and comm systems during routine and emergency ops. - Experienced in Installation, configuration, and maintenance of computers, printers, and peripheral devices for NDMA Wings. - Manage ICT equipment with ensuring system uptime. - Hands on experience on LAN/WA Support with practical knowledge of L2 Network. - Provide on-site support during meetings, conferences, and disaster response operations.	(28-31 Yrs)

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
				• Operate, maintain, and troubleshoot PABX and VoIP systems within NDMA. • Maintain records of communication equipment, report technical issues, and assist in system upgrades.	

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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: _____		
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 _____			