

**Government of Pakistan
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. 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.	Sub Engineer (B&R)	6	1
Total			1

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 increase/ decrease number of posts.
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.

**Director (Administration)
National Disaster Management Authority (NDMA)
Islamabad**

Job Descriptions / Terms & Conditions of Advertised Posts

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Sub Engineer (B&R)/ PPS-6	• B. Tech (Civil Engg) with 5 years of relevant experience. • DAE (Civil Engg) with 7 years of experience in following:- ✓ Site Operations ✓ Cost Estimation ✓ Store Management ✓ CAD Drafting	• 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. _____			
<u>Communications / Technical Skills</u> 1. _____ 2. _____			
Updated CV is Attached			
Signature of Applicant _____			