

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.	GM / Senior Manager (INSaR)	9	1
b.	Deputy Manager (Development Partner)	8	1
c.	Assistant Manager (GIS Developers)	7	1
d.	GM / Senior Manager (Inspections)	9	1
e.	Manager International Collaboration	9	2
f.	Deputy Manager International Collaboration	8	1
g.	Assistant Manager International Collaboration	7	1
Total			8

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
GM / Senior Manager (INSaR) PPS-9	• BS / MS in Disaster Management, Emergency Management, Public Administration, Defence and Strategic Studies, International Relations, Development Studies, or related discipline. • Additional professional certifications will be an advantage. • Experience 13 to 18 years in relevant fields.	• Lead the planning, development, and implementation of the National INSaR Programme. • Serve as the principal focal point for all national and international INSaR stakeholders. • Formulate national policies, strategies, SOPs, guidelines, and operational frameworks for Search and Rescue (SAR) operations. • Coordinate with federal/provincial departments, Armed Forces, Rescue Services, Civil Defence, humanitarian organizations, and international partners on INSaR matters. • Lead national preparedness and operational coordination during disasters requiring Urban Search and Rescue (USAR). • Oversee INSARAG compliance, External Classification (IEC), Reclassification (IER), and implementation of international best practices. • Direct planning and execution of national and international SAR exercises, simulations, workshops, and capacity-building programmes. • Develop strategic partnerships with UN agencies, INSARAG, donor organizations, and regional SAR networks. • Supervise the development and maintenance of the national database of SAR teams, experts, equipment, and operational resources. • Lead development and implementation of projects, PC-I, concept notes, donor proposals, and capacity enhancement initiatives. • Monitor programme performance, budgets, procurement requirements, and resource utilization. • Represent NDMA in national and international forums related to Search and Rescue. • Prepare strategic reports, policy briefs, and recommendations for senior leadership. • Perform any other task assigned by the competent authority.	45- 55 Yrs

Deputy Manager (Dev Partner/ PPS-08)	• BS or Master's degree in Development Studies, Disaster Risk Management or equivalent education in respective field of study from HEC recognized University / Foreign University.	• Handling of donor-funded projects, including support to project proposals and agreements. • Minimum 5 to 7 years of experience in working with development partners and INGOs. • Must know how to maintain and regularly update databases of development partners, projects and funding status. • Experience in supporting alignment of partner-supported initiatives with NDMP and national priorities.	26–33 Yrs
Assistant Manager (GIS Developer / PPS-7)	• BS/BE degree in Environmental Sciences, Environmental Engineering, GIS, Remote Sensing, Space Science or related field from an HEC-recognized university. • Preference will be given to candidate having experience in relevant field.	• Frontend Geospatial Development: Design and code high-performance, interactive mapping interfaces and custom spatial dashboards utilizing Map box GL JS and Leaflet. • Spatial Database Architecture: Engineer and maintain robust spatial relational databases using Postgre SQL and Post GIS, optimizing for high-volume spatial querying and data integrity. • Geospatial Server Administration: Configure and scale Geo Server environments for the secure, efficient rendering, hosting, and dissemination of extensive spatial datasets via standard web services. • Data Pipelines & Full-Stack Integration: Develop automated technical pipelines to process complex geospatial data, seamlessly integrating backend spatial infrastructure with dynamic frontends for real-time visualization and analysis.	22–28 Yrs
General Manager / Manager Inspection/ PPS-9	• BS/MS or equivalent from HEC-recognized institution. • 13 to 18 years' experience in relevant fields (leadership, administration, logistics, inspection, training, and operations etc). • Experience in warehouse management, inventory control, humanitarian logistics, procurement evaluation, inspections, and compliance. • Experience in coordination with Government departments, Armed Forces, UN agencies, NGOs, and other stakeholders. • Proficiency in executive presentations, advanced Excel analysis, and portal documentation.	• Oversee maintenance, preservation, and optimal utilization of warehouses and HRFs, including regular stock inventory and replenishment after relief operations. • Manage stock issuance/receipt, inspect newly procured items, ensure timely clearance of bills, and maintain proper documentation for audits. • Conduct warehouse surveys, ensure optimal storage practices, and maintain surveillance through CCTV for security and operational efficiency. • Coordinate and manage all relief operations (national and international) • Any other task assigned by Director Logistics.	45- 55 Yrs

Manager IC (PPS-9)	• BS / MS degree or equivalent from a world-renowned domestic / foreign university in Business Administration/ Project Management/ Operations Management/ International Relations or a related discipline. Professional certification (e.g. CMILT (UK), PMP, PRINCE2) is a strong advantage. • Twelve years with BS and ten years with MS or more of progressive domestic / international professional experience. • Mandatory: demonstrated experience working within or directly with international organisations, foreign institutions, or globally operating entities. • Verified track record of leading multicultural, multinational teams (technical and non-technical) across geographically dispersed locations. • Experience with bilateral instruments (MoUs, LOAs), diplomatic engagement, or multilateral organisations is a significant advantage.	✓ Key Responsibilities • Assist Executive Director in executing long-term strategic goals • Overall supervision of the IC Wing and all Wing Officers & Staff • Establish mid-term goals to advance long-term initiatives • Manage day-to-day Wing activities and administrative tasks • Lead bilateral & multilateral engagement (MoUs, LOAs, Diaspora) • Represent NDMA in international forums and diplomatic meetings • Oversee the Global Collaboration Portal and digital platforms. • Any Other Tasks assigned by the management. ✓ Required Competencies • Leadership & team management across diverse backgrounds • International relations, diplomacy & partnership development • Exceptional English communication- written and spoken • Strategic thinking and structured execution • Cross-cultural intelligence and stakeholder management • Decision-making under pressure and in absence of seniors • Digital literacy and data-driven reporting	34-45 Yrs
Deputy Manager IC (PPS-8)	• BS / MS in Business Administration/ Project Management/ Operations Management / International Relations or relevant discipline • Six years with BS and four years with MS or more of progressive domestic / international professional experience	• Support bilateral and multilateral engagement processes, including drafting and coordination of MoUs, LOAs, and Diaspora-partnership initiatives. • Represent NDMA at working-level international forums, coordination meetings, and diplomatic engagements, as delegated by the Senior Management. • Assist in maintaining and updating the Global Collaboration Portals and other Wing digital platforms. • Coordinate with inter-wing and inter-agency stakeholders on behalf of the Wing and escalate matters wherever required.	26–33 Yrs

		• Assist the Senior Management in executing the Wing's mid-term goals. • Facilitate day-to-day Wing activities and administrative operations, ensuring tasks are progressed without delay. • Supervise Wing Junior Officers, Support staff, and review their outputs for quality and timeliness. • Any Other Tasks assigned by the management.	
Assistant Manager IC (PPS-7)	• BS / MS in Computer Science, GIS, or related field, with demonstrated experience in GIS tools (ArcGIS/QGIS), dashboard/web development, video/animation production (e.g., Adobe Premiere, After Effects, Canva), and AI-based software/tools (e.g., generative AI for content, data analysis, or automation) along with strong presentation/communication skills. • Preference will be given to a candidate with Professional Experience in the subject field.	• Design, develop, and maintain GIS-based applications, spatial databases, and web-GIS dashboards to support hazard, exposure, and vulnerability analysis for NDMA's international engagements. • Build and maintain digital dashboards, web portals, and multimedia content (videos, animations) to track, visualize, and project the IC Wing's productivity and international outlook. • Process and analyse satellite imagery and geospatial datasets to produce maps and spatial analyses for planning, monitoring, and response reporting. • Develop high-quality presentations, videos, and visual reports for senior leadership and international forums, translating technical/GIS outputs into clear, compelling narratives. • Ensure data quality, documentation, and cartographic standards across all geospatial products, while providing technical support to the wing as needed.	22–28 Yrs

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

Photo

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_____			