

**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. 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	Number of Vacancies
1.	Manager Construction Engineers Management	09	1
2.	Manager Construction Engineering & Resilience Management	09	1
3.	Deputy Manager – Water Resources & Flood Resilience	08	1
4.	Deputy Manager – AI & Computer Vision	08	1
5.	Assistant Manager – BIM & Digital Infrastructure	07	1
6.	General Manager (IT)	09	1
7.	Assistant Manager (System Admin)	07	1
8.	Assistant Manager (IT Ops)	07	1
9.	Assistant Manager (NWS & Comm)	07	1
10.	Assistant Manager AI Dev Ops	07	1
11.	Deputy Manager (Broadcast Operations & Playout)	08	1
12.	Assistant Manager (Graphic, Animation and Visualization)	07	1
13.	Deputy Manager (Emerging Technologies & Innovation)	08	1
14.	Assistant Manager (Artificial Intelligence & Data Science)	07	1
15.	Assistant Manager (Humanitarian Coordination & Partnerships)	07	1
16.	Manager – (NGT)	09	1
17.	Deputy Manager (NGT)	08	1
18.	Assistant Manager-(NGT)	07	1
19.	Assistant Manager (Procurement)	07	1
20.	Assistant Manager (Finance/ PPS-7)	07	1
21.	Operator (HVAC & Lift)	04	1
22.	Manager (Operations (NGT)	09	1
23.	Deputy Manager Logistics (NGT)	08	1
24.	Assistant Manager Logistics NGT (Smart Warehousing & Inventory)	07	1
25.	Assistant Manager (Operations Coordination – GRH)	07	1
26.	Deputy Manager (Risk Finance – NGT)	08	1
27.	Assistant Manager (Risk Finance – NGT)	07	1
28.	Deputy Manager – GRH (Coordination & Mobilization)	08	1
29.	Deputy Manager –(NGT)	08	1
30.	Assistant Manager – (NGT Platform & Analytics)	07	1
31.	Deputy Manager (UN)	08	1
32.	Assistant Manager (UN)	07	1
33.	Assistant Manager (I/NGOs)	07	1
Total			33

Instructions: -

- Eligible candidates must submit application online on NDMA website (<https://www.ndma.gov.pk/careers>) duly complete in all respect.
- The application must be submitted online within 15 days of publication of this advertisement.
- Incomplete or misleading information will lead to immediate disqualification at any stage.
- Only shortlisted candidates will be called for test / interview as the case may be.
- The shortlisted candidates will be required to present their original/photocopy documents duly attested by HEC at the time of interview. Original documents must be submitted at NDMA upon successful hiring.
- A lump-sum monthly package will be offered to the successful/selected candidate(s) depending on domain skills & relevant experience.
- Applications received after due date will not be entertained.
- The management reserves the right to increase/ decrease number of posts.
- 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.
- No TA/DA will be admissible for appearing in the test / interview.
- All selected candidates will be asked to serve for a period of 18 months (minimum) as a departmental mandatory requirement.

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

JOB DESCRIPTIONS / TERMS & CONDITIONS OF ADVERTISED POSTS

Designation	Qualification, Experience & Skills	Job Descriptions	Maximum Age Limit
Manager Construction Engineers Management/ PPS-9	• Qualification: ➤ BS degree in Civ Engineers ➤ MS degree in construction Engineers management, Contract Management or Project Management from HEC recognized university / Institution. • Experience: 10 - 12 years relevant experience.	• Provide technical advisory and coordination support for infrastructure planning design, assessment and project development. • Support disaster-resilient infrastructure and disaster Risk Reduction (DRR) initiatives. • Coordinate post-disaster infrastructure damage assessments and support rehabilitation, reconstruction and recovery planning. • Provide technical input on project planning, scheduling, cost assessment, quality assurance and progress monitoring. • Support infrastructure audits, technical assessments and resilience enhancement initiatives. • Facilitate coordination with relevant public-sector departments, agencies, consultants and stakeholders on infrastructure and disaster management matters.	34-45 Yrs
Manager Construction Engineering & Resilience Management/ PPS-9	• Qualification: MS Construction Engineering Management or Contract management or equivalent. • Experience: 10 - 12 years relevant experience. • Core Skills: Construction management, infrastructure resilience, project management, structural systems, disaster management, risk-based decision making, contract management, technical report writing, team leadership. • Software / Tools: Autodesk Revit, Navisworks, AutoCAD, Primavera P6/MS Project, Civil 3D, BIM 360/ACC, MS Office/Power BI	• Develop technology-based approaches for resilient infrastructure planning, design review and construction management; oversee structural simulation, BIM and infrastructure digitalization projects; provide technical input to NDMA infrastructure advisories; coordinate with consultants, government departments and academia and development partners.	34-45 Yrs
Deputy Manager – Water Resources & Flood Resilience/ PPS-8	• Qualification: MS Water Resources Engineering/Management or equivalent • Experience: 4 - 6 years relevant experience. • Core Skills: Hydrology, hydraulics, flood modelling, drainage design, watershed management, flood risk assessment, water storage, groundwater recharge, climate resilience. • Software / Tools: HEC-RAS, HEC-HMS, SWMM, ArcGIS/QGIS, AutoCAD/Civil 3D, MIKE FLOOD/MIKE SHE, Google Earth Engine	• Lead technical assessment of flood, drainage and water-resource infrastructure; develop models for floodwater storage, drainage, retention and groundwater recharge; assess dams, barrages, channels, culverts and urban drainage systems; support flood-resilience projects and the National Water Bank-related initiatives; prepare technical adv isories.	26-33 Yrs
Deputy Manager – AI & Computer Vision/ PPS-8	• Qualification: MS AI or equivalent. • Experience: 4- 6 years relevant experience. • Core Skills: Deep learning, computer vision, image classification, object detection, segmentation, NLP, model deployment, API development. • Software Tools: Python, PyTorch,	• Develop AI applications for infrastructure and disaster management; automate detection of damaged buildings, roads, bridges and other assets from imagery; develop computer vision and NLP applications; support AI-based early warning and decision-support systems; integrate AI models with NDMA dashboards and portals.	26-33 Yrs

	TensorFlow, OpenCV, YOLO, Hugging Face, FastAPI/Flask, Docker, Git, CUDA		
Assistant Manager – BIM & Digital Infrastructure/ PPS-7	• Qualification: BS Architecture equivalent along with BIM certification and specialization. • Core Skills: BIM modelling, clash detection, quantity take-off, multidisciplinary coordination, digital twins, BIM standards, model management. • Software Tools: Autodesk Revit, Navisworks Manage, Civil 3D, AutoCAD, BIM 360/ACC, InfraWorks, Dynamo, Synchro 4D	• Develop and maintain BIM models of buildings and infrastructure; convert existing infrastructure information into digital models; conduct clash detection and design coordination; support BIM-based quantity take-offs, asset information management and digital twins; establish BIM standards/templates for IA&PD projects.	22-28 Yrs
General Manager (IT/ PPS-09)	• MS in Computer Science / Software Engineering from HEC recognized institutions. • Minimum 16-18 years of relevant professional experience from reputed organization /corporate sector	• Plan and oversee the installation and maintenance of computer systems, hardware and networks • Assist the IT department training IT staff, develop and implement policies related to network security, disaster recovery and IT infrastructure. • Analyze resource utilization and develop strategies to optimize performance. • Establish measure and define IT goals and maintain an IT roadmap. • Monitor and analyze the success of IT initiatives and projects and continually develop and evaluate new technologies and tools for the organization. • Direct the activities of the help desk to ensure the IT needs of users are met. • Manage development projects to integrate new technologies into existing systems. • Perform ongoing support and maintenance of all hardware, Software and network components. • Establish a security policy to protect company information and resources.	45-57 Yrs
Assistant Manager (System Admin/ PPS-7	• MS / BS in Computer Science/ IT from HEC recognized Institutions.	• Install, configure, and maintain servers, desktops, and network infrastructure in NEOC Hall. • Monitor system performance and ensure high availability of IT services. • Diagnose and resolve hardware and software issues and provide technical support for desktops, video walls, SMD displays, and Domain systems. • Support Zoom/virtual meetings with all stakeholders. • Ensure backups and security of servers, Active Directory and DNS configuration with policies implementation. WM Creation/Monitoring and ensure optimal uptime. • Monitor IT systems, applications, and network performance which includes maintaining logs of system activities and incidents. • Assist in IT-related projects like mobile app support, system integration and VM Servers.	22-28 Yrs
Assistant Manager (IT Ops/ PPS-7	• MS / BS in Computer Science/ AI/ IT from HEC recognized Institutions.	• Provide assistance in IT-related management operations. • Assist in technical support activities in NGT/ H-Hub, zoom meetings. • Ensure functionality of Desktop PCs, video wall systems. • Support operation, maintenance of SMD displays sound systems. • Providing support in diagnose, troubleshoot, and resolve services, infrastructure issues promptly to minimize downtime. • Monitoring of desktop systems, SMD controllers & related services. • Provide support in SIMEX and CISE related to NDMA mobile applications.	22-28 Yrs
Assistant Manager (NWs & Comm/ PPS-7	• MS/BS in Computer Science / Computer Networks/ IT from HEC recognized Institutions.	• Responsible for installing, configuring, and monitoring data communications network equipment.	22-28 Yrs

7	CCNP/ CCNA will be preferable	- Manage the service networks for optimal performance and efficiency. - Monitor network traffic flows and service profiles using latest NMS systems. - Implement and maintain cybersecurity best practices, including firewalls, antivirus, patch management, and user access controls. - In-depth understanding of network traffic engineering, routing protocols, and IP network QoS techniques. - Arranging scheduled upgrades and investigating faults in the network. - Assist in network capacity planning and disaster recovery initiatives. - Work closely with ISPs and vendors for connectivity and troubleshooting. - Implement and manage firewall policies, VPNs, and secure remote access solutions. - Skilled in operations, configuration and management of PABX, VoIP and video conferencing systems. Ensure integration & smooth operations of internal and external voice communications including Troubleshooting and issues resolution.	
Assistant Manager AI Dev Ops/ PPS-7	- MS/BS in Artificial Intelligence, Computer Science, Software Engineering, Data Science, Information Technology or relevant discipline from an HEC recognized institution. - Relevant experience in AI/ML development, MLOps, DevOps, software development, cloud/containerized environments or deployment of AI-enabled applications. - Skill Set: Python, ML/AI frameworks, SQL, REST APIs, Git, CI/CD, Docker/Kubernetes, Linux, cloud platforms, MLflow or equivalent MLOps tools, databases and LLM/RAG technologies.	- Develop and deploy AI/ML solutions for disaster risk assessment, forecasting, early warning and decision support. - Design and manage AI/ML data pipelines for real-time processing and integration of multi-source disaster datasets. - Implement MLOps and DevOps practices for automated development, testing, deployment and monitoring of AI based applications. - Develop and integrate AI-enabled applications, APIs with NDMA's digital platforms and operational systems. - Develop Generative AI, LLM and RAG-based solutions for knowledge management, automation and disaster-response support. - Manage containerized and cloud-based AI deployments using technologies such as Docker, Kubernetes and CI/CD pipelines. - Monitor and optimize AI models, applications and infrastructure to ensure reliability, scalability, performance and availability. - Collaborate with technical and operational stakeholders to translate disaster-management requirements into practical AI-driven solutions. - Research and evaluate emerging AI, automation and DevOps technologies and develop Proof of Concepts (PoCs) for NDMA's operational needs.	22-28 Yrs
Deputy Manager Broadcast Operations & Payout/ PPS-8	Qualification: MS/ BS in Mass Communication, IT, Computer Science & Social Science or relevant filed. Experience: 4- 6 years relevant experience. - Relevant experience in broadcast automation, MCR/ PCR environments, OTT/digital streaming, live production, ingest/switching, encoding and content management systems will be preferred.	- Manage automated broadcast/channel operations, ensuring smooth, reliable and uninterrupted transmission of NDMA content. - Develop, maintain and execute daily/weekly playout schedules, including news packages, PSMs, documentaries, advisories, interviews, events, live prog and other approved content. - Oversee live-stream ingest, routing and switching for NDMA events, NEOC briefings, press conferences, seminars, emergency communications and other live transmissions. - Monitor broadcast feeds, transmission quality, audio/video continuity, signal integrity and platform performance. - Manage channel and platform configuration, including content playlists, scheduling systems, streaming platforms, encoders, ingest systems and associated broadcast infrastructure. - Establish and maintain appropriate backup, redundancy and contingency	26-33 Yrs

		arrangements to ensure continuity of broadcast operations during emergencies, disasters and high-priority national events. • Support live coverage and broadcast operations during disaster alerts, emergency response activities, field visits, national events, press briefings and other NDMA engagements. • Coordinate technical requirements for outside broadcasts, live events and remote feeds, including connectivity, encoding, streaming and switching arrangements. • Liaise with broadcasters, streaming/platform service providers, production houses, technical vendors and other stakeholders for smooth delivery of NDMA's broadcast requirements. • Ensure compliance with approved broadcast standards, technical protocols, content authorization procedures and NDMA communication policies. • Monitor emerging broadcast and digital-streaming technologies and recommend improvements for enhancing NDMA's broadcast reach, reliability and operational efficiency. • Perform any other broadcast, playout, streaming and platform-management responsibilities assigned by the competent authority.	
Assistant Manager Graphic, Animation and Visualization/ PPS-7	• Qualification: MS/ BS in Mass Communication, IT, Computer Science & Social Science or relevant filed. • Relevant experience in 2D/3D animation, motion design, keyframe animation, compositing, visual effects, broadcast graphics, Web TV/OTT content production and info graphic visualization will be preferred.	• Develop motion graphics, 2D and 3D animations for NDMA Web TV, digital platforms, broadcast content, awareness campaigns and institutional communication. • Produce animated content using keyframe animation, compositing, visual effects, transitions, typography and graphic elements in accordance with approved creative concepts. • Design and develop Web TV branding packages, including channel identity, opening/closing sequences, lower thirds, title cards, bumpers, transitions, stings, programme IDs and other visual elements. • Develop visual content packages for NDMA alerts, advisories, disaster risk information, public service messages and emergency communication. • Translate technical and disaster-related information into clear visual narratives, infographics, animated explainers and data-driven visualizations for public understanding. • Create 2D/3D animated sequences for disaster scenarios, hazard projections, preparedness measures, response operations, early warning systems and NDMA initiatives. • Support the production team in incorporating motion graphics, animations, visual effects and compositing into video productions and live/recorded broadcast content. • Prepare storyboards, visual concepts and animation plans in coordination with content producers, scriptwriters and video production teams. • Ensure consistency of NDMA branding, visual identity, typography, graphical standards and approved communication guidelines across all visual content. • Maintain organized libraries of editable project files, graphic assets, animation templates, 2D/3D elements and final production outputs for future use. • Explore and incorporate emerging animation, visualization, motion design and AI-assisted creative technologies to improve the quality and efficiency of NDMA's visual communication.	22-28 Yrs

		- Support rapid development of graphics and animations during emergencies, disaster events and high-priority public information campaigns, ensuring timely delivery of visual content. - Perform any other graphics, animation, visualization and creative production responsibilities assigned by the competent authority.	
Deputy Manager (Emerging Technologies & Innovation/ PPS-8	- BS/ MS in Computer Science, Artificial Intelligence, Data Science, Software Engineering, Computer Engineering, Information Technology, Robotics, Geoinformatics or closely related discipline from an HEC-recognized university. - Master's degree and certifications in AI/cloud/data/innovation management would be preferred. Experience: 4- 6 years relevant post qualification experience, including technology development/ deployment, AI/data-driven solutions, R&D, technology integration or digital transformation. Moreover, disaster management, climate applications, government technology systems or decision-support environments would be advantageous.	- Lead identification, evaluation and operational adoption of next-generation technologies for disaster management. - Develop NGT technology roadmap and priority use cases. - Coordinate AI/ML, automation, IoT, robotics/UAV, digital twin, advanced visualization and related technology initiatives. - Translate NEOC/NDMA operational requirements into technology solutions. - Oversee prototypes, pilots, proof-of-concepts and technology demonstrations. - Establish partnerships with universities, technology firms, startups and R&D organizations. - Assess technology readiness, scalability, interoperability and operational utility. - Coordinate integration of successful technologies with CoE and other NDMA wings. - Prepare technical concepts, specifications for enhancing C2DM Course Curriculum. - Maintain awareness of global developments in disaster technologies; and perform other assignments as assigned by ED CoE.	26-33 Yrs
Assistant Manager (Artificial Intelligence & Data Science/ PPS-7	- BS/ MS in AI, Data Science, Computer Science, Software Engineering, Statistics, Computational Sciences or related field. - Demonstrable skills in Python, ML/AI frameworks, databases, APIs and data analytics are desirable. - Experience in AI/ML, predictive analytics, NLP/LLMs, computer vision, data engineering or decision-support applications, disaster / climate / geospatial applications would be preferred.	- Develop and test AI/ML applications for disaster prediction, preparedness and response. - Support development of AI-enabled Course Instructor. - Undertake multi-source data ingestion, processing and analytics. - Develop and deploy LLM/RAG applications for NDMA CoE knowledge and operational support. - Develop dashboards and automated analytical workflows. - Validate model performance and maintain technical documentation. - Collaborate with NEOC subject matter specialists and hazard-domain experts. - Support AI governance, data quality, responsible use and model monitoring. - Undertake rapid technology prototypes against emerging C2DM Lab sessions requirements.	22-28 Yrs
Assistant Manager (Humanitarian Coordination & Partnerships / PPS-7	- BS/ MS in Disaster Management, International Relations, Humanitarian Studies, Development Studies, Public Administration, Social Sciences, IR or related discipline. - Experience in humanitarian coordination, emergency response, stakeholder engagement, development cooperation or partnership management.	- Maintain GRH stakeholder and humanitarian partner database. - Support coordination with UN agencies, NGOs/INGOs, donors and development partners. - Facilitate meetings, missions and international delegations. - Assist in mapping partner capabilities and humanitarian resources. - Support emergency coordination and information exchange when GRH is activated. - Prepare situation briefs, meeting records and follow-up matrices. - Support partnership agreements and joint initiatives. - Coordinate workshops and resilience dialogues.	22-28 Yrs

		• Maintain records of commitments and collaborative actions. • Support DM CoE in external engagement.	
Manager – (NGT/ PPS-9)	• Qualification: BS/MS in Data Science, Climate Change, Environmental Sciences, Computer Science, or Earth Sciences from an HEC-recognized institution. • Experience: 10-12 years of practical experience in data analysis, software support, or technical research within public or private sectors. • Technical Stack: Hands-on proficiency in statistical tools and programming environments (e.g., R-studio, SQL, Python). • Basic familiarity with GIS platforms, data visualization suites, and collaborative productivity environments. • Core Competencies: High attention to detail, strong problem-solving skills, and ability to manage multiple data streams under tight operational deadlines.	• Lead the annual NGT research agenda on climate science, disaster risk reduction, AI and emerging technologies. • Develop high-impact research, policy briefs, whitepapers and strategic frameworks to support NDMA decision-making. • Lead interdisciplinary research on climate analytics, AI, geospatial technologies and technology-based DRR solutions. • Supervise multidisciplinary teams and ensure timely delivery of research projects, pilots and technology solutions. • Translate R&D findings into national guidelines, knowledge products, workshops and technical training programmes. • Build national and international collaborations with universities, research councils, space agencies and technology institutions.	34-45 Yrs
Deputy Manager- (NGT)/ PPS-8	• Qualification: BS/MS degree in GIS/Remote Sensing, Space Science, Computer Science, AI, Data Science, IT, Engineering, Disaster Management, Environmental Science or related field. • Experience: 4-6 years relevant professional experience, preferably in AI, data analytics, GIS, digital transformation, disaster management or research, project coordination, research collaboration and technology-based solutions will be preferred. • Strong analytical, technical writing, coordination and presentation skills.	• Support the Manager in planning and implementing NDMA/NIDM next-generation technology and AI-based disaster management initiatives. • Coordinate with universities, research institutions, technology partners and relevant NDMA wings for technology-based DRR projects. • Lead technical coordination for AI, data analytics, GIS, early warning and decision-support applications for disaster risk management. • Monitor progress of technology projects, research collaborations, pilots and capacity-building activities and prepare periodic updates. • Facilitate development and integration of digital tools, dashboards, knowledge platforms and technology-enabled DRR solutions. • Support preparation of technical briefs, concept notes, research proposals, presentations and policy recommendations for senior management.	26-33 Yrs
Assistant Manager- (NGT)/ PPS-7	• Qualification BS/MS degree in Computer Science, AI, Data Science, IT, GIS/Remote Sensing, Engineering, Disaster Management, Environmental Science or related field. • Experience in technology, data analysis, GIS, research, disaster management or related areas will be preferred. • Knowledge of AI/ML, GIS, databases, data visualization or digital platforms will be	• Assist in implementation and day-to-day coordination of AI, GIS, data analytics and digital DRR initiatives. • Collect, process and analyse disaster, climate, hydrometeorological and geospatial data to support decision-making. • Support development and maintenance of technology platforms, dashboards, databases and digital knowledge repositories. • Coordinate with universities, researchers and technology partners for data, research activities, meetings and technical inputs. • Prepare datasets, presentations, technical summaries, progress reports and	22-28 Yrs

	preferred. • Good analytical, communication, documentation and computer skills.	documentation for Next Generation Technology initiatives. • Support organization of trainings, workshops, seminars, demonstrations and pilot activities on emerging technologies for DDR.	
Assistant Manager (Procurement/ PPS-7)	• BS/ MS in Supply Chain Management, Business/Public Administration, Management Sciences or related discipline from HEC recognized university. • Experience in relevant field will be preferred.	• Assist in preparation, consolidation and periodic revision of the Annual Procurement Plan under the regular budget. • Process procurement cases for Stationary, Misc and IT Items funded from the regular budget in accordance with PPRA Rules, EPAD Regulations and applicable government instructions. • Prepare NITs, bidding documents, RFQs, evaluation reports, comparative statements, contract agreements, work orders and purchase orders. • Coordinate with user departments for preparation/finalization of specifications, z • Ensure procurement cases are processed within the approved budgetary allocations and financial limits. • Ensure that demands of the user departments are assessed, processed and procured on quarterly basis. Keep track on the items at Store and ensure its recoupment in timely manner. • Maintain procurement files and ensure completeness of administrative approval, budget availability, technical specifications, evaluation and approval records. • Assist Procurement Committees in technical/financial evaluation, clarification, negotiations where permissible, and preparation of evaluation reports of tenders from regular budget. • Coordinate with Finance/Accounts regarding budget availability, fund releases, commitments, payments and reconciliation. • Maintain records of contracts, purchase orders, performance guarantees, bid securities, invoices and procurement expenditure. • Monitor budget utilization and procurement progress, identifying delays and unutilized allocations. • Prepare periodic procurement and budget utilization reports for management. • Assist in responding to audit observations, PPRA queries and inspection/audit requirements relating to procurement cases from regular budget. • Ensure compliance with applicable PPRA Rules, EPAD procedures, NDMA financial/procurement regulations and Delegation of Powers. • Any other task assigned.	22-28 Yrs
Assistant Manager (Finance/ PPS-7)	• BS/ MS in Accounting, Finance, Commerce, Business Administration (Finance/ Accounting), or related field from HEC recognized University • Professional qualification: ACCA, CMA/ ICMA, or equivalent may be preferred. • Experience in Public Sector Finance will be given preference.	• Dealing with financial matters relating to the NDMA Assignment Account and discharge of the functions of Drawing and Disbursing Officer (DDO) in accordance with applicable rules and delegated financial powers. • Exercising financial control over expenditure and commitments chargeable to the Assignment Account by checking them against the authorized budgetary allocation. • Preparing, checking and processing bills relating to staff and official business of NDMA and following up their timely clearance through the prescribed channel. • Maintaining the books of accounts, Cash Book and other prescribed financial records of the Assignment Account and keeping them up to date. • Monitoring expenditure and budget utilization against the authorized allocation of the Assignment Account and pointing out any expenditure or commitment exceeding the available budgetary provision.	22-28 rs

		• Preparing reconciliation of the Assignment Account with the relevant records of AGPR and following up discrepancies, outstanding items and unadjusted transactions. • Timely recording, adjustment and settlement of transactions relating to the Assignment Account. • Compiling expenditure statements and preparing draft financial reports of the Assignment Account for submission to the competent authority and other concerned offices. • Keeping track of outstanding advances, liabilities and other financial obligations relating to the Assignment Account and following up their timely adjustment/settlement. • Liaising with AGPR, Finance Division and other concerned authorities on matters relating to the Assignment Account and DDO functions. • Compiling budgetary and expenditure information relating to the Assignment Account for provision to DD Budget for consolidation and overall budgetary reporting. • Collecting records, information and clarifications relating to the Assignment Account for provision to the designated external-audit function for preparation of replies to audit observations. • Ensuring compliance with applicable financial rules, accounting procedures and delegated financial powers in the processing and accounting of Assignment Account transactions. • Performing such other functions relating to the Assignment Account and DDO responsibilities as assigned by the Deputy Director (Finance / DDO) or Director Finance.	
Operator (HVAC & Lift/ PPS-04)	• DAE (Electrical / Mechanical) – 5 years Exp	• 5 years of Relevant experience in public / private sector facility management setup as HVAC & Lift operator. • Well versant with Operations and maintenance protocols of HVAC, Lift and Firefighting & Fire expression system. • Good physical condition and strength with a willingness to work overtime.	30-35 Yrs
Manager (Operations NGT/ PPS-09)	• BS/ MS in Computer Science, IT, AI, Data Science, GIS, Geoinformatics, Remote Sensing, Disaster Management or related field. Experience in Environment and Disaster Management is preferred. • Experience: 10-12 years relevant experience.	• Lead the development, maintenance and enhancement of digital platforms, GIS applications and spatial decision-support tools to strengthen situational awareness, operational planning and disaster response. • Oversee the application of AI, machine learning and advanced data analytics to disaster loss, damage, impact and relief data to generate actionable insights and support timely strategic and operational decision-making. • Direct the establishment and maintenance of integrated digital disaster archives incorporating historical records, geospatial data, satellite imagery and lessons learned to support risk assessment, preparedness, response planning and institutional knowledge. • Supervise the analysis, visualization and interpretation of meteorological, hazard and geospatial data for the preparation of weather advisories, alerts, early warning products and operational briefs. • Lead the identification, evaluation and practical adoption of emerging technologies, including AI, automation, GIS, remote sensing and predictive analytics, while coordinating technical teams and stakeholders to improve disaster monitoring, response and operational efficiency.	34-45 Yrs

Deputy Manager Logistics – NGT/ PPS-08	• BS/ MS in Logistics / Supply Chain Management, Industrial Engineering, Computer Science / IT, Data Science, GIS / Geoinformatics, Engineering, Business Administration or in a closely related field. • Experience: 4-6 years of post-qualification relevant experience. Implementation of digital logistics systems; workflow automation; dashboards and data analytics; ERP / WMS / TMS; system requirements and UAT; database/data-quality management; GIS visualization; automated alerts/reporting; coordination with operational and technical teams.	• Support implementation and day-to-day management of NGT-enabled logistics systems, automation and digital workflows. • Convert logistics requirements into functional specifications, workflows, dashboards, data models and system enhancement requests. • Coordinate automated collection, validation and synchronization of warehouse, inventory, transport and disaster-related logistics data. • Maintain the Logistics Common Operating Picture and monitor stock, warehouse, transport, demand and operational gaps. • Configure and monitor rule-based and AI-assisted alerts for deficiencies, replenishment, abnormal stock movement, delivery delays and route disruptions. • Integrate early-warning, GIS and disaster-impact data with logistics triggers for prepositioning and preparedness actions. • Monitor digital tracking of consignments, transport availability, routes, dispatches, ETAs, delivery status and proof of delivery. • Coordinate collection, validation and updating of warehouse, inventory, transport and disaster-related logistics data through mobile forms, APIs and structured templates, progressively replacing spreadsheets and email-based reporting • Ensure data quality, reconciliation, audit trails and consistency between physical records and digital management systems. • Coordinate dashboard development, user acceptance testing, system troubleshooting, simulations and automated logistics reporting. • Coordinate with warehouses, field users, developers and ICT/NGT teams and perform other tasks assigned by Manager Logistics - NGT.	26-33 Yrs
Assistant Manager Logistics NGT (Smart Warehousing & Inventory/ PPS-07)	• BS/ MS in Logistics / Supply Chain Management, Industrial Engineering, Computer Science / IT, Data Science, Engineering, GIS/Geoinformatics or a closely related field from HEC recognized university. • Post-qualification relevant experience will be preferred. Warehouse and inventory systems; digital stocking/slotting and picking; barcode/QR/RFID; warehouse layout planning; WMS/MIS and dashboards; stock analytics/forecasting; IoT / sensor-based monitoring; CCTV / video analytics; inventory reconciliation and digital audit trails.	• Maintain digital inventory intelligence covering NDMA relief stocks, stocking objectives, transactions, deficiencies and replenishment requirements. • Prepare and periodically optimize internal warehouse layout plans using digital floor-planning/CAD tools, including receiving, inspection, quarantine, storage, picking, packing, dispatch, returns, emergency access and safety zones. • Plan technology-enabled stock placement, slotting and stacking based on item category, turnover, weight, expiry, sensitivity and accessibility, using digital location codes and QR/barcode/RFID where approved. • Digitize receiving, put-away, picking, packing and dispatch workflows through electronic pick lists, scan verification, FIFO/ FEFO controls and digital handover/dispatch confirmation. • Develop dashboards for stock position, warehouse capacity, space utilization, stock locations, picking/dispatch queues, deficiencies and surplus inventory. • Configure automated alerts for minimum stock levels, abnormal consumption, near-expiry items, replenishment needs, misplaced stock and warehouse-capacity thresholds. • Monitor warehouse activities through CCTV and approved video-analytics systems, including receiving, stocking, picking, packing, dispatch, restricted areas and safety exceptions, with appropriate access and audit controls. • Reconcile physical stocktaking with digital inventory and generate automated discrepancy, exception and stock-location reports. • Use AI/analytics to study stock movement, consumption and disaster trends for demand forecasting, prepositioning, slotting and warehouse-layout optimization.	22-28 Yrs

		Support IoT-enabled monitoring of temperature, humidity, fire/safety and other relevant warehouse conditions; conduct system testing and post-operation analysis for continuous improvement.	
Assistant Manager (Operations Coordination – GRH/ PPS-07)	- BS/ MS in Disaster Management, Development Studies, IR, Public Administration, Environmental Sciences, Geography, Social Sciences or related field. - Post-qualification relevant experience will be preferred.	- Coordinate with PDMAs, DDMA's and other relevant stakeholders to collect, verify and compile operational information for contingency plans, briefs, situation reports and decision-making. - Monitor and consolidate information from NEOC, the Global Resilience Hub (GRH) and other relevant operational sources to develop timely and accurate situational updates. - Facilitate information sharing among relevant agencies by validating, organizing and disseminating operational updates to support coordinated disaster response. - Assist in the development, review and updating of contingency and response plans based on emerging risks, operational assessments, lessons learned and evolving ground situations. - Maintain an organized repository of operational data, situation reports, briefs and other response-related records to support institutional knowledge, continuity and timely decision-making.	22-28 Yrs
Deputy Manager (Risk Finance – NGT) / PPS-08	- BS/ MS in Finance, Economics, Financial Engineering, Actuarial Science, Data Science / Computational Finance, Climate Change, Disaster Management, or a related field from an HEC-recognized university. - Must have 4-6 years' working experience, of which at least 2 years should be in climate and disaster risk finance, catastrophe risk analytics, insurance / Insur Tech, or FinTech. - Must have familiarity with Pakistan's climate and disaster risk finance landscape. - Experience in designing data-driven financial instruments (e.g., parametric insurance, index-based triggers, contingent financing) is preferred. - Working knowledge of catastrophe / risk modeling, earth-observation and hydromet data, or GIS is preferred. - Proficiency in quantitative tools (Python / R, advanced Excel) for economic and financial modeling is preferred. - Experience with government, IFIs, technology partners and other international organizations is preferred. - Project management and proposal development experience preferred. - Strong analytical and problem-solving abilities. - Excellent communication and stakeholder engagement skills.	<u>Technology-Enabled Risk Finance</u> ✓ Lead the design of parametric and index-based risk transfer instruments using NGT data streams (satellite, hydromet, IoT sensors, early warning systems) to set triggers, payout structures and basis-risk controls. ✓ Identify risk retention and risk transfer instruments that can be operationalized through digital platforms and develop business plans accordingly. ✓ Identify stakeholders (insurers, reinsurers, data providers, technology firms, regulators) required for product design and implementation. <u>Climate and Technology Finance</u> ✓ Support the Unit in the GCF accreditation process and prepare NGT components for the next phases and requirements of accreditation. ✓ Develop bankable concept notes to finance NGT investments (early warning, risk analytics, digital twins, AI-based forecasting) from alternative climate finance windows, IFIs and blended-finance sources while GCF accreditation proceeds. ✓ Ensure at least one concept note is converted within the first year into a full-fledged project proposal on the GCF format, or any other format advised by the reporting manager. ✓ Develop sustainability and cost-recovery models for NGT platforms, including PPP and data-as-a-service options. <u>Risk Analytics and Economic Modelling</u> ✓ Lead the development of economic and financial models measuring disaster impacts on sectors, using NGT data to estimate exposure, loss and contingent liabilities. ✓ Conduct cost-benefit and return-on-investment analyses of NGT	26-33 Yrs

		investments to build the business case for decision-makers and donors. ✓ Contribute to the Unit's risk-layering analysis by translating modelled loss estimates into financing needs by layer. • <u>Policy Review</u> ✓ Review policy, legal and regulatory instruments on disaster management, climate change, data sharing and digital finance to identify gaps affecting technology-enabled DRF, and propose pragmatic solutions. • <u>Knowledge Management</u> ✓ Lead the generation of at least two knowledge products (Unit Working Papers) with strong quantitative and qualitative analysis on technology and risk finance. ✓ Organize knowledge events and sessions with technology, finance and development partners during the thought process. • <u>Coordination</u> ✓ Coordinate with NGT technical teams, PMD, SUPARCO, SECP, SBP, IFIs and private sector partners on data, product design and implementation. ✓ Supervise and guide the Assistant Manager (Risk Finance – NGT). • Perform any other task assigned by the competent authority.	
Assistant Manager (Risk Finance – NGT)/ PPS-07	• BS/ MS in Finance, Economics, Data Science, Actuarial Science, Environmental Science, Climate Change, Disaster Management, or a related field from an HEC-recognized university. • Experience in relevant field will be preferred. • Must have familiarity with Pakistan's climate and disaster risk finance landscape. • Proficiency in data analysis tools (Python / R, advanced Excel); exposure to GIS or remote-sensing data is preferred. • Strong analytical and problem-solving abilities. • Excellent communication skills.	• <u>Technology-Enabled Risk Finance</u> ✓ Assist in identifying risk retention and risk transfer instruments that use NGT data (satellite, hydromet, early warning) and in preparing business plans. ✓ Compile and clean hazard, exposure and loss datasets to support trigger design, back-testing and basis-risk analysis for parametric instruments. ✓ Assist in drafting concept notes and mapping stakeholders for product design and implementation. • <u>Climate and Technology Finance</u> ✓ Support the Unit in the GCF accreditation process on a proactive basis. ✓ Assist the Deputy Manager in developing bankable concept notes for NGT investments from alternative climate finance windows. ✓ Support conversion of at least one concept note within the first year into a full-fledged proposal on the GCF format, or any other format advised by the reporting manager. • <u>Economic Modeling</u> ✓ Assist in building economic models of disaster impacts on sectors and cost-benefit analyses of NGT investments. ✓ Maintain risk-finance dashboards and data visualizations for	22-28 Yrs

		management and donor briefings. • <u>Policy Review</u> ✓ Help review policy and legal instruments on disaster management, climate change and data sharing to identify areas for betterment, with pragmatic solutions / alternatives. • <u>Knowledge Management</u> ✓ Assist in generating at least two knowledge products (Unit Working Papers) with strong quantitative and qualitative analysis. ✓ Support the organization of knowledge events and sessions with key stakeholders. • <u>Coordination</u> ✓ Support liaison with NGT technical teams, data providers and partner organizations, and maintain records of meetings and follow-ups. • Perform any other task assigned by the competent authority.	
Deputy Manager GRH (Coordination & Mobilization/ PPS-08	• BS/ MS in Project Management, Disaster Risk Management, Emergency Management, Business Studies / Administration, Public Policy, Development Studies, or equivalent from HEC recognized university / foreign university. • 4-6 years of relevant experience in public / private / development sector • Prior experience of project management, coordination, data collection & management, or private sector, etc. Experience in disaster preparedness, multi-stakeholder coordination and policy / plan development is preferred • Good understanding of DRR / DRM concepts and overall DRM structure and/or private sector operations in Pakistan	• Coordinate with NGOs, INGOs, UN agencies, private-sector entities, chambers of commerce, development partners and other humanitarian stakeholders for disaster preparedness, response and recovery. • Communicate validated disaster-specific requirements and facilitate timely mobilization of financial, material, technical and logistical assistance. • Support the Manager in facilitating structured private-sector and Corporate Social Responsibility engagement across priority areas. • Prepare disaster-specific resource mobilization updates.	34-45 Yrs
Deputy Manager - NGT/ PPS-08	• BS/ MS in Information Technology, Artificial Intelligence, Computer Sciences, Data Sciences, Project Management, Development Studies, or equivalent from HEC recognized university / foreign university. • 4 – 6 years of relevant experience in public / private / development sector • Preferably prior experience of project management, coordination and development of IT tools including portals, dashboards, online platforms, animations, data collection & management, etc. • Good understanding of DRR / DRM concepts	• Develop, deploy and maintain AI-enabled platforms and dashboards that convert the National Resource Wing partner registry, Corporate Social Responsibility potential and resource data into disaster-ready intelligence. • Apply AI to past national and international disaster data and best practices to guide readiness, decision-making and lessons learned. • Build predictive and decision-support models for anticipatory resource planning by linking forecasts, historical contributions and partner capacities. • Support the Manager in ensuring secure data governance, interoperability and integration with NEOC and relevant NDMA systems.	26-33 Yrs

	and overall DRM sector in Pakistan.		
Assistant Manager- NGT- Platform & Analytics/ PPS-07	- BS/ MS in Information Technology, Artificial Intelligence, Computer Sciences, Data Sciences, Project Management, Development Studies, or equivalent from HEC recognized university / foreign university. - Experience in relevant field will be preferred.	- Enable plain-language search, automated reporting and data visualization over National Resource datasets for faster decision-making. - Maintain the automated, Disaster Early Warning (DEW)-linked resource requirement and gap matrix. - Maintain best-practice and historical contribution analytics.	22-28 Yrs
Deputy Manager (UN (PPS-8)	- BS/ MS in Development Studies, Disaster Risk Management, Earth Sciences or any other relevant discipline from an HEC recognized university. - BS with minimum 06 years or MS with minimum 04 years of relevant experience, with hands on proficiency in GIS software and geospatial technologies with relevant experience with UN agencies, international humanitarian organizations, or humanitarian partners, including spatial data analysis, mapping, visualization, and GIS-based applications.	- UN Coordination & Partnerships: Manage coordination with UN agencies and support development, implementation and monitoring of UN-supported disaster risk reduction and management initiatives. - AI-Enabled Coordination: Facilitate the use of AI-based tools and knowledge systems for tracking UN projects, commitments, technical assistance, outputs and disaster-management interventions. - Digital Portal Development: Support the development and maintenance of a UN Coordination Portal for centralized information on projects, activities, resources, technical assistance and focal persons. - Knowledge Management: Develop and maintain a structured repository of UN guidelines, assessments, best practices, reports, datasets and technical resources for institutional learning. - Learning & Capacity Building: Identify capacity-building requirements and support development of AI-enabled learning modules, e-learning content and knowledge products for disaster management stakeholders. - Data & Reporting: Ensure timely consolidation, analysis and visualization of UN-supported activities through digital dashboards and management information systems.	26-33 Yrs
Assistant Manager (UN/ PPS-7)	BS/ MS degree in Development Studies, Disaster Risk Management, Earth Sciences or any other relevant discipline from an HEC recognized university.	- Support coordination and information exchange with UN agencies and UN-supported programmes. - Maintain and regularly update databases relating to UN agencies, projects, funding, technical assistance and focal persons. - Support development and maintenance of an AI-enabled UN Coordination Portal for project tracking, reporting and knowledge sharing. - Assist in development of AI-based learning materials, e-learning modules and knowledge products related to disaster management. - Support data collection, validation, analysis and visualization through dashboards and digital reporting tools. - Assist in maintaining a centralized repository of UN guidelines, assessments, reports, tools and best practices. - Support preparation of analytical briefs, presentations and reports using digital and AI-enabled tools.	22-28 Yrs
Assistant Manager (I/NGOs)	BS/MS Degree in Development Studies, International Relations, Disaster Risk	Support coordination and information management relating to National and International NGOs working in disaster management and	22-28 Yrs

	Management, Social Sciences, Public Policy or any other relevant discipline from an HEC recognized university. • Experience in relevant field will be preferred.	humanitarian assistance. • Maintain digital databases of I/NGOs, projects, geographical coverage, sectors, beneficiaries and funding sources. • Support development and updating of an I/NGO Coordination Portal for registration, reporting, project monitoring and information sharing. • Assist in development of AI-enabled tools for analysis of NGO interventions, identification of geographical/ sectoral gaps and resource mapping. • Maintain a digital repository of NGO best practices, lessons learned, assessments and response reports.	
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