

**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	No of Vacancies
1.	Executive Director (NGT/ Management)	10	1
2.	Executive Director (Humanitarian Hub)	10	1
3.	General Manager NGT/ Management)	9	1
4.	Assistant Manager RM&M)	7	1
5.	Assistant Manager (Smart sensing & Communication System	7	4
6.	Deputy Manager (AI/ML)	8	1
7.	Assistant Manager (AI/ML)	7	3
8.	Deputy Manager (Digital World & Immersive Technologies)	8	1
9.	Assistant Manager (Digital World & Immersive Technologies)	7	1
10.	Assistant Manager (Smart Sensing & Communication Systems)	7	1
11.	Junior Clk	4	1
12.	Peon / Naib Qasid	1	1
Total			17

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.

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
Executive Director NGT/ Management PPS-10 1 x Post	- MS / BS in Human Resource Management (HRM), Human Resources, or equivalent from an HEC-recognized university/ institution. Candidates with MS/ MPhil in HRM will be preferred. 15–20 years of progressively responsible professional experience, preferably in the public sector, government, development sector, disaster management, or large-scale project/ programme management. - Demonstrated exposure to multifunctional management, including HR, administration, security, logistics, transport and other operational functions. - Experience in Disaster / Operation Management organization will be prerequisite.	- Shall be answerable to Chairman, NDMA on all affairs of NGT/PMU. - Act as the primary liaison between the NGT/ PMU, NDMA Chairman, federal ministries, and international climate tech donors. - Hold ultimate financial and administrative authority over budget allocations and expenditure approvals. - Project management, planning, implementation, monitoring, evaluation and reporting to ensure timely achievement of project objectives - Manage procurements for the project fulfilling all legal formalities. - Oversee strategic inter-agency data-sharing agreements. - Project management, monitoring & evaluation. - Oversee HR and Admin affairs. - Strategic leadership and decision-making. - Policy formulation and implementation. - Security arrangements and security administration of NGT/PMU, ensuring a safe and secure working environment and protection of project assets and personnel. - Transport, logistics, fleet management and operational support services required for effective functioning of NGT/PMU. - Perform any other task assigned by the Chairman, NDMA.	45-55 yrs
Executive Director Humanitarian Hub/ PPS-10 1 x Post	- MS/ BS or equivalent from an HEC-recognized university/ institution. 15–20 years of progressively responsible professional experience, preferably in the public sector, government, development sector, disaster management, humanitarian response or large-scale project/ programme management. - Experience in Disaster Management organization will be prerequisite.	- Shall be answerable to Chairman, NDMA on all affairs of the Humanitarian Hub. - Act as the primary liaison between the Humanitarian Hub, NDMA Chairman, federal/provincial ministries, humanitarian organizations, UN agencies, development partners, and donors. - Provide strategic leadership and overall direction for the establishment and functioning of the Humanitarian Hub. - Hold overall financial and administrative authority over budget allocations, resource utilization, and expenditure approvals. - Oversee procurement and contracting for the Humanitarian Hub in accordance with applicable rules, regulations, and legal formalities. - Lead coordination and integration of humanitarian response, relief, recovery, and resource mobilization efforts among relevant stakeholders. - Oversee inter-agency coordination, information and data-sharing mechanisms to ensure effective humanitarian decision-making. - Ensure effective project management, monitoring, evaluation, and reporting of Humanitarian Hub initiatives. - Oversee, operational, and logistical affairs of the Humanitarian Hub. - Lead policy formulation, implementation, and continuous improvement of	45-55 yrs

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
		humanitarian systems and procedures. Ensure effective preparedness, response coordination, resource management, and situational awareness during disasters and emergencies.	
General Manager NGT/ Management PPS-9 1 x Post	- MS/ BS or equivalent from an HEC-recognized university/ institution in a relevant field. 16–18 years of progressively responsible professional experience, preferably in the public sector, government, development sector, disaster management, humanitarian response or large-scale project/ programme management. - Experience in Disaster Management organization will be prerequisite.	- Assist ED NGT/ Estab in discharge of his duties and represent ED in his absence. - Coordinate directly with the Technical Managers to monitor technical sprints, sensor rollouts, and software deployments. - Prepare consolidated progress reports for the Project Director and identifies operational bottlenecks. - Manage day-to-day conflict resolution and resource allocation across all functional areas. - Look after HR, Admin and financial matters of NGT. - Exercise control on support staff. - Ensure Policy formulation and implementation - Coordination between NGT, NEOC & H.Hub.	45-55 yrs
Assistant Manager RM&M / PPS-7 1 x Post	- MS/ BS degree in Mass Communication, Media Studies, Media & Communication, International Relations, Public Administration, Social Sciences or any other relevant discipline from an HEC-recognized university. - No mandatory experience; relevant experience/internship is an advantage.	- Coordinate and maintain liaison with Regional Military Commands and relevant government departments. - Facilitate timely sharing of information and updates during emergencies and disasters. - Assist in coordination of disaster response activities with relevant stakeholders. - Monitor media coverage and developments related to disasters and emergencies. - Assist in preparation of media briefs, situation reports, press notes and presentations. - Support dissemination of official information through appropriate media channels. - Maintain effective coordination with media representatives and other stakeholders. - Assist senior management in matters related to military and media coordination. - Perform any other task assigned by the competent authority.	25-40 Yrs

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Assistant Manager (Smart sensing & Communication System / PPS- 7) 4 x Posts	- MS/ BS degree in Mechatronics Engineering, Software Engineering, Computer Science or in a relevant field from an HEC-recognized university/ institution. - No mandatory experience; relevant experience/internship is an advantage.	- Develop and manage smart sensing, IoT and communication systems. - Deploy and integrate sensors for real-time disaster and environmental monitoring. - Manage wireless, LoRa, cellular and satellite communication systems. - Support real-time data collection, transmission and monitoring. - Integrate sensing systems with GIS, AI/ML and early warning platforms. - Conduct field testing, troubleshooting and system maintenance. - Prepare technical reports, specifications and system documentation.	22-30 yrs
Deputy Manager (AI/ML) – PPS 08 1 x Post	- MS/ BS in AI, Computer Science, Data Science, ML, Statistics, Computer Engineering, GIS Remote Sensing, Geoinformatics, or related field. - BS with 6 yrs and MS with 4 yrs relevant experience in AI/ML/model development/data science. - Disaster/hazard prediction; time-series forecasting; NLP/LLMs; computer vision; geospatial AI; MLOps; Python; Tensor Flow/PyTorch; cloud/GPU environments; research publications desirable.	Produce AI/ML projects under Manager AIIS; develop, train, validate and deploy predictive models; develop AI solutions for early warning, Perform automation of processes, hazard prediction and disaster analytics; supervise AMs; integrate multi-source datasets; maintain model pipelines and documentation; support research and innovation.	26-33 yrs
Assistant Manager (AI/ML) – PPS 07 3 x Posts	- MS/ BS in AI, Computer Science, Data Science, GIS Remote Sensing, Geoinformatics, Statistics, Software/Computer Engineering or related field. No mandatory experience; relevant experience/internship is an advantage. - Python; ML/DL; NLP; computer vision; LLM/GenAI; data analytics; GIS/remote sensing; SQL; Jupyter; Tensor Flow/PyTorch; basic cloud/Git skills; research orientation	Support development and testing of AI/ML models; prepare and preprocess datasets; perform feature engineering and model evaluation; Perform automation of processes, develop prototypes and analytical tools; support AI-enabled early warning and disaster applications; document experiments and results; assist DM/Manager in research and deployment activities.	22-30 yrs
Deputy Manager (Digital World & Immersive Technologies) – PPS 08 1 x Post	- MS/ BS in Computer Graphics, Electrical, Electronics, Computer Science, XR/AR/VR, 3D Visualization, GIS/Remote Sensing, Geoinformatics, Game Development, Digital Media, Software Engineering or related field. - BS with 6 yrs and MS with 4 yrs relevant experience in 3D/immersive/digital technology development. - Preference will be given to the candidate with proven experience in XR/VR/AR and game development. - Unity/Unreal; Blender/Maya/3ds Max; AR/VR/MR; 3D simulation; digital twins; GIS/3D GIS; motion graphics; UI/UX; spatial computing; AI avatars/chatbots; disaster simulation.	Produce DWIT projects and products; develop immersive environments and 3D disaster simulations; integrate GIS and hazard data; supervise AMs; develop AR/VR applications; support CISE/SIMEX and NEOC visualization requirements; maintain technical standards and project documentation.	26-33 yrs

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
Assistant Manager (Digital World & Immersive Technologies) – PPS 07 1 x Post	- MS/ BS in Computer Science, Computer Graphics, GIS/Remote Sensing, Geoinformatics, 3D Design, Animation, XR, Game Development, Digital Media, Software Engineering or related field. No mandatory experience; relevant portfolio/project work is an advantage. - Unity/Unreal; Blender/Maya; 3D modelling/animation; AR/VR; GIS visualization; UI/UX; graphics; video production; basic scripting; AI-assisted creative tools.	Develop 3D models, animations and immersive environments; support AR/VR/MR simulations; integrate GIS data into visual environments; create visual assets for hazard scenarios, SIMEX/CISE and training; support digital storytelling and interactive visualization; test and document outputs.	22-30 yrs
Assistant Manager (Smart Sensing & Communication Systems) – PPS 07 1 x Post	- MS/ BS in Electrical/Electronics Engineering, Telecommunications, Computer Engineering, Mechatronics, IoT, GIS Remote Sensing, Geoinformatics, or related field. No mandatory experience; relevant project/internship experience is an advantage. - Primarily Optical/Radar image processing, Drone/UAV/Aerial Sensor data and image processing, Arduino/Raspberry Pi/ESP32; Python/C/C++; sensors; IoT; networking; electronics; communication protocols; data acquisition; embedded systems; basic cloud/dashboard integration; field troubleshooting.	Support development, testing and deployment of smart sensing systems; configure and test sensors and communication devices; Perform imagery analysis accurately from multiple sensors; collect and validate real-time data; assist in IoT/telemetry integration; conduct field testing and troubleshooting; prepare technical documentation; support development of early-warning sensing solutions.	22-30 yrs
Junior Clk/ PPS-4 1 x Post	- Intermediate (FA/FSc or equivalent) from a recognized Board. - Relevant clerical/ office experience will be preferred	- Perform routine clerical and administrative duties. - Prepare, type and process official letters, notes, statements and other documents. - Maintain office files, registers, records and correspondence. - Enter, update and retrieve data using computer systems. - Assist in record keeping, documentation and dispatch/receipt of official correspondence. - Maintain confidentiality of official documents and information. - Provide general administrative support to the concerned section/office. - Perform any other clerical duties assigned by the competent authority.	22-30 yrs
Peon/ Naib Qasid 1 x Post	- Middle / Matric - Relevant experience will be preferred	- Deliver official files, documents, letters and correspondence within and outside the office. - Assist officers and staff in routine office support activities. - Maintain cleanliness and proper arrangement of office areas, as assigned. - Serve water/tea and provide basic assistance during meetings and official activities. - Open, close and secure office rooms/areas as directed. - Assist in photocopying, filing, dispatch and other routine office tasks.	22-30 yrs

Designation	Qualification & Experience	Job Descriptions	Maximum Age Limit
		• Perform messenger duties and other support functions as required. • Carry out any other duties assigned by the competent authority.	

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PASTE
PASSPORT SIZE
PHOTOGRAPH

APPLICATION FORM

APPLIED FOR THE POST OF

<u>Personal Information:</u>			
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 _____			