

**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.	Deputy Manager (RM&M)	08	1
2.	Assistant Manager (IT Ops)	07	1
3.	Store man	04	1
4.	Technician-IT (Multimedia Operations)	05	3
5.	Technician (Voice & NWs)	05	2
6.	Office Assistant	05	1
7.	Senior Store Supervisor	06	1
8.	Deputy Manager (HR)	08	1
Total			11

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 consultantprojectdev@ndma.gov.pk and 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 & Skills	Job Descriptions	Maximum Age Limit
Deputy Manager (RM&M) 1x 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. - BS with minimum 8 yrs and MS with 6 yrs relevant experience in 3D/immersive/digital technology development.	- 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.	26-40 Yrs
Assistant Manager IT Ops/ PPS-07 1x Post	BS/ MS in Computer Science/ AI/ IT / Elec Engrs from HEC recognized Institutions.	- Provide assistance in IT-related management operations. - Assist in technical support activities in NGT/ GRH, 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.	22-30 Yrs
Store Man/ PPS-04	FA/ Diploma in Store Management / Store supervision /other subjects of logistics/ supply Chain Management.	- Maintain updated records of all technical and IT hardware assets in the organization. - Maintain physical & electronic asset tracking system. - Conduct periodic physical verification of IT hardware assets in coordination with Admin and Audit Wings. - Categorize obsolete or unserviceable items and prepare proposals for their condemnation and disposal. - Plan and execute preventive and corrective maintenance schedules for IT assets. - Maintain documentation for warranties, maintenance logs, and vendor agreements. - Prepare reports on inventory, maintenance costs and performance.	25-30 Yrs

Technician (IT) Multimedia Operations/ PPS-05 03 x Post	• DAE in IT/Multimedia / Computer Science. • 2–3 years' relevant experience preferred. • Skills in AV systems, conferencing platforms (Zoom, Teams), and MS Office.	• Operate and manage multimedia systems including SMD video walls, displays, projectors, audio and video equipment. • Provide technical support for live events, conferences, briefings and emergency operations at NGT and other NDMA facilities. • Set up, configure and operate audio-visual equipment including microphones, mixers, speakers, cameras, switchers and recording systems. • Operate and monitor video conferencing and teleconferencing systems to ensure seamless communication during meetings and emergencies. • Perform troubleshooting, preventive maintenance and basic repairs of multimedia and AV equipment to ensure operational readiness. • Configure and operate digital signage, display systems and multimedia control systems as per operational requirements. • Support integration and connectivity of multimedia equipment with network, IT and communication infrastructure. • Troubleshoot basic IT and communication issues.	25-30 Yrs
Technician Voice & NWs/ PPS-05 02 x Post	• DAE in IT/Multimedia / Computer Science. • 2–3 years' relevant experience preferred.	• Installing and configuring computer hardware, software, systems, networks, printers, and scanners. • Monitoring and maintaining computer systems and networks. • Responding in a timely manner to service issues and requests. • Providing technical support across the organization. • Repairing and replacing IT equipment as required. • Resolving User complaints regarding Voice and NW.	25-30 Yrs
Office Assistant/ PPS-5	• BA or equivalent from a recognized Board / University.	• Provide day-to-day administrative and clerical support to the concerned Wing/Section. • Prepare, maintain and update official files, records, registers and correspondence. • Draft letters, office notes, memos and routine official communications. • Handle data entry, record keeping and documentation using MS Office applications. • Receive process and maintain incoming/outgoing correspondence and official documents. • Assist in scheduling meetings, maintaining minutes and coordination with relevant offices. • Maintain confidentiality and proper custody of official records. • Perform any other administrative/office duties assigned by the competent authority.	22-35 Yrs
Senior Store Supervisor / PPS-06	• Min Qualification should be BA/BSC. • Experience minimum 8 years in store/ warehouse management in government organization.	• Manage day-to-day warehouse activities including receiving, storing, issuing, and dispatching of goods. • Maintain accurate inventory records using manual logs and warehouse management software (WMS). • Conduct regular and surprise physical inventory counts and reconcile with records. • Track inventory levels and report potential shortages or excesses. • Coordinate with procurement and logistics departments to ensure timely replenishment. • Maintain complete and accurate documentation of receipts, issues, returns, and stock adjustments.	40-50 Yrs

		• Prepare periodic reports (daily/weekly/monthly) on stock status, damages, expiries, and space utilization	
Deputy Manager HR PPS-8	• Qualification: BS/ MS in Human Resource Management, IT, Business Administration, Public Administration or equivalent from an HEC-recognized university/institution. • Experience: BS with 6 years and MS with 4 years relevant experience.. • Core Skills: Strong knowledge of HR policies, recruitment, employee records, performance management and service/establishment matters. Excellent communication, drafting, coordination and interpersonal skills. • Minor age variation will be accepted on the basis of experience.	• Assist in planning, developing and implementing HR policies, procedures and systems. • Manage recruitment, selection, appointment, onboarding, transfer, posting and separation of employees. • Maintain and update employee personnel records, HR database and establishment records. • Coordinate preparation and maintenance of Job Descriptions (JDs), KPIs and Performance Evaluation Reports (PERs). • Process matters relating to leave, attendance, disciplinary cases, show-cause notices and other service matters. • Assist in manpower planning, organizational restructuring and preparation/updating of organograms. • Coordinate HR-related correspondence, approvals, notifications, office orders and official communications. • Monitor compliance with approved HR policies, service rules and terms & conditions of employment. • Liaise with relevant government departments, institutions and stakeholders on HR/administrative matters. • Prepare HR reports, summaries, working papers and presentations for management. • Supervise HR staff and ensure timely disposal of HR/establishment cases. • Perform any other HR-related duties assigned by the competent authority.	30-45 Yrs

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National Disaster Management Authority

APPLICATION FORM

Photo

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.....	

Academic Qualification:

Degree / Certificate	Specialization	Board / University	Passing Year

Presently Working Organization (If any)

Details of Relevant Experience:

1. _____
2. _____
3. _____

Communications / Technical Skills

1. _____
2. _____

Updated CV is Attached

Signature of Applicant_____