

**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 further extendable on performance/ requirement basis. The posts will be filled on **open merit** as per detail given below:-

Ser	Name of Post	Lump Sum Package Equivalent to PPS	No of Vacancies
a.	Manager (Infrastructure / Project Development)	09	01
b.	Deputy Manager-1 (Infrastructure / Project Development)	08	01
Total			02

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 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 submitted, should be clearly mentioned on the top right corner on envelope.
3. Only shortlisted candidates will be called for test / interview.
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 reject any or all applications without assigning any reason or cancel partial or whole recruitment process / advertisement at any stage.
8. No TA/DA will be admissible for appearing in the test / interview.
9. All selected candidates will be asked to serve for a period of 12 x 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

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
Manager (Equivalent to PPS-9)					
1.	Manager (Infrastructure) / Project Development	1	<ul style="list-style-type: none"> • BS or equivalent qualification in Structural Engineering / Construction Engineering Management with 12 Years of Experience. • MS or equivalent in Structural Engineering / Construction Engineering Management with 10 Years of Experience. 	<ul style="list-style-type: none"> • The Manager (Infrastructure) is responsible for leading and managing infrastructure projects, ensuring they are completed on time, within budget, and to the highest quality standards. • Key duties include project planning, resource allocation, stakeholder coordination, risk management, and ensuring compliance with safety and regulatory requirements. 	34-45 Years
Deputy Manager (Equivalent to PPS-8)					
2.	Deputy Manager-1 (Infrastructure) / Project Development	1	<ul style="list-style-type: none"> • BS or equivalent qualification in Civil Engineering / Specialization in Disaster Management with 6 Years of Experience. • MS or equivalent qualification in Civil Engineering / Specialization in Disaster Management / Construction Engineering Management with 4 Years of Experience 	<ul style="list-style-type: none"> • The Deputy Manager (Infrastructure) supports the planning, execution, and management of infrastructure projects. • Responsibilities include assisting in project planning, monitoring progress, ensuring compliance with quality and safety standards, and coordinating with stakeholders. • The role involves supervising teams and managing day-to-day operations to ensure project efficiency. 	26-33 Years

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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: _____ _____	

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 _____