

**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.	Executive Director (Plans)	10	1
b.	Technical AC/HVAC	4	1
Total			2

Instructions: -

1. Eligible candidates must send their respective CVs in 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 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 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

Ser	Designation	No of posts	Qualification & Experience	Job Descriptions	Maximum Age Limit
Executive Director (Plans) (Equivalent to PPS-10)					
1.	Executive Director (Plans)	01	<ul style="list-style-type: none"> Master's degree or equivalent from HEC recognized university / foreign university. 	<ul style="list-style-type: none"> More than 20 years of experience at various levels in public sector. Executive/ Senior Executive level experience in strategy formulation and planning at national / international level. Working experience with government departments and multinational organizations. Prior experience of disaster management / humanitarian response, project management, policy formulation and coordination. Good understanding of Disaster Risk Management (DRM) concepts and overall working of DRM (Public) Sector in Pakistan. 	(45-55) Years
Technical AC/HVAC (Equivalent to PPS-04)					
2.	Technical AC/HVAC	01	<ul style="list-style-type: none"> DAE Electrical/Mechanical with 05 Year Experience. 	<ul style="list-style-type: none"> 05 Years' Experience in Public/ Private Facility management setup as AC Technician / HVAC. Well versant with Operations and maintenance protocols of HVAC / AC. Hand on Experience in:- <ul style="list-style-type: none"> ➤ Installation, Maintaining and repairing of AC and lighting system ➤ Basic technical diagrams. ➤ Performing general maintenance of ACs. Good physical condition and strength with a willingness to work overtime 	(25-30) 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)

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Details of Relevant Experience:

1.	_____
2.	_____
3.	_____

Communications / Technical Skills

1.	_____
2.	_____

Updated CV is Attached

Signature of Applicant _____
