

**GOVERNMENT OF PAKISTAN  
PRIME MINISTER'S OFFICE  
NATIONAL DISASTER MANAGEMENT AUTHORITY**

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**VACANCY ANNOUNCEMENT**

A Public Sector Organization seeks to hire the services of eligible candidates purely on contract basis on lump sum package for an initial period of one year. These purely contractual posts are extendable on requirement basis. The posts will be filled on **open merit basis** as per detail given below:-

Ser	Name of Post	Project Pay Scale	Number of Vacancies
1.	Chief Coordinator Intl Cooperation	<b>PPS-10</b>	1
2.	Chief Coordinator Technical	-do-	1
3.	Chief Coordinator Media	-do-	1
4.	Manager Operations (Risk Assessment)	<b>PPS-9</b>	1
5.	Manager Operations (Relief)	-do-	1
6.	Manager Domestic Media	-do-	1
7.	Manager International Media	-do-	1
8.	Manager social media/ ICT	-do-	1
9.	Manager International Cooperation (UN Organizations)	-do-	1
10.	Manager International Cooperation (NGOs)	-do-	1
11.	Manager Logistics (Inspection)	-do-	1
12.	Manager Technical (GIS)	-do-	1
13.	Manager Technical (Technical Support)	-do-	1
14.	Manager Technical (ICT Development)	-do-	1
15.	Manager R&E (Research)	-do-	1
16.	Manager R&E (Methods & Evaluation)	-do-	1
17.	Manager R&E (Education & Training)	-do-	1
18.	Manager R&E (NIDM)	-do-	1
19.	Manager Finance (Funds)	-do-	1
20.	Manager Legal	-do-	1
21.	Deputy Manager Operations (ICT Support)	<b>PPS-8</b>	1
22.	Deputy Manager Social Media/ ICT	-do-	1
23.	Deputy Manager Logistics (Transport)	-do-	1
24.	Deputy Manager Logistics (Inspection)	-do-	1
25.	Deputy Manager Intl Cooperation (UN Organizations)	-do-	1
26.	Deputy Manager International Cooperation (NGOs)	-do-	1
27.	Deputy Manager R&E (Research)	-do-	1
28.	Deputy Manager R&E (Methods & Evaluation)	-do-	1
29.	Deputy Manager (Education & Training)	-do-	1
30.	Deputy Manager Legal	-do-	1
31.	Assistant Manager Plans (Risk Assessment)	<b>PPS-7</b>	3
32.	Assistant Manager NEOC (ICT Support)	-do-	1
33.	Assistant Manager Operations (Relief)	-do-	3
34.	Assistant Manager Operations (Survey)	-do-	1
35.	Assistant Manager Media (ICT Support)	-do-	1
36.	Assistant Manager Logistics (Warehouse)	-do-	1
37.	Assistant Manager Technical (Communications)	-do-	1
38.	Assistant Manager Technical (Equipment)	-do-	1
39.	Assistant Manager Technical (Software)	-do-	1
40.	Assistant Manager Technical (Network)	-do-	1
41.	Assistant Manager R&E (Research)	-do-	1
42.	Assistant Manager R&E (Methods & Evaluation)	-do-	1
43.	Assistant Manager R&E (Training)	-do-	1
44.	Assistant Manager R&E (NIDM)	-do-	2
45.	Assistant Manager (Assembly Business)	-do-	1
	<b>Total</b>		<b>50</b>

**Instructions: -**

1. Eligible candidates may submit their applications through National Job Portal [www.njp.gov.pk](http://www.njp.gov.pk) within 15 days of publication of this advertisement. The detailed job descriptions of the advertised posts are available on NDMA website <http://www.ndma.gov.pk>.

2. Only shortlisted candidates will be called for test / interview as the case may be.
3. The shortlisted candidates will be required to present their original documents duly attested by HEC.
4. A lump-sum monthly package will be offered to the successful/selected candidate(s) depending on domain skills & relevant experience.
5. Applications received after due date will not be entertained.
6. Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelope.
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.

**NDMA is an Equal Opportunity Employer**

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

**Terms & Conditions of Vacancies Advertised on 15 Feb, 2023**

<b>Chief Coordinator (PPS-10)</b>					
<b>Ser</b>	<b>Designation</b>	<b>No of Posts</b>	<b>Qualification</b>	<b>Job Descriptions</b>	<b>Max Age Limit</b>
1.	Chief Coordinator International Cooperation	1	1 <sup>st</sup> Class MPhil / MS Degree in International Relations/ Political Science/ Public Policy and Governance/ Public Administration or other relevant subjects of Social Sciences from HEC recognized Institutions Minimum 10 years relevant professional experience	International interface of Project with UN Organizations, Development Partners, NGOs, Donors etc	<b>(50 + 5) 55 years</b>
2.	Chief Coordinator Technical	1	1 <sup>st</sup> Class MPhil/ MS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions Minimum 10 years relevant professional experience	Lead Technical stream of the Project and Support Development and Maintenance of NEOC	
3.	Chief Coordinator Media	1	1 <sup>st</sup> Class MPhil/ MS Degree in Media Technology/ Mass Communication/ Public Relations/ Information Management or other relevant subjects of Information & Media from HEC recognized Institutions Minimum 10 years relevant professional experience	Pivot as hub of Project related information (inflow/ outflow/ development of content) by all means of Media	
<b>Manager (PPS-9)</b>					
4.	Manager Operations (Risk Assessment)	1	1 <sup>st</sup> Class MPhil/ MS Degree in Disaster Management / Environmental Science/	Responsible for carrying out Risk Assessment	<b>(40 + 5) 45 years</b>

			Earth Science / GIS & RS / Project Management or other relevant subjects of Disaster Management from HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise. Minimum 7 years relevant professional experience	and related aspects as part of Disaster Risk Reduction.	
5.	Manager Operations (Relief)	1	1 <sup>st</sup> Class MPhil/ MS Degree in Disaster Management / Environmental Science/ Supply Chain Management / Project Management or other relevant subjects of Disaster Management from HEC recognized Institutions Minimum 7 years relevant professional experience	Manage all affairs related to Disaster Relief during preparation as well as after impact of Disasters	
6.	Manager Domestic Media	1	1 <sup>st</sup> Class MPhil/ MS Degree in Media Technology/ Mass Communication/ Public Relations/ Information Management or other relevant subjects of Information & Media from HEC recognized Institutions Minimum 7 years relevant professional experience	Manage Domestic News affairs and analysis related to effects of Climate Change on Pakistan and preparation with regards to SDGs assist in developing relevant content	
7.	Manager International Media	1		Manage Regional / International News affairs and analysis related to Global Climate Change, impact and actions in contemporary world and assist in developing relevant content	
8.	Manager Social Media/ ICT	1		Manage all social media handles / platforms; develop relevant content	

				and suggest innovative means using Social Media / ICT
9.	Manager International Cooperation (UN Organizations)	1	1 <sup>st</sup> Class MPhil / MS Degree in International Relations/ Political Science/ Public Policy and Governance/ Public Administration or other relevant subjects of Social Sciences from HEC recognized Institutions	Maintain close liaison with UN Organizations / Development Partners & NGOs and coordinated functions in light of UN Charter / protocols / SDGs covering Disaster Management aspects
10.	Manager International Cooperation (NGOs)	1	Minimum 7 years relevant professional experience	
11.	Manager Logistics (Inspection)	1	1 <sup>st</sup> Class MPhil / MS Degree in Disaster Management /Supply Chain Management / Project Management / Logistics or other relevant subjects of Disaster Management from HEC recognized Institutions	Inspect, Monitor and Evaluate Stocks / Supplies / Transport and Relief Supply Chain Mechanism
			Minimum 7 years relevant professional experience	
12.	Manager Technical (GIS)	1	1 <sup>st</sup> Class MPhil/ MS Degree in Disaster Management, Environmental Sciences / GIS & RS or other relevant subjects of GIS Application & Technology from HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise.	Render and enable the Project with GIS & RS based support and its allied functions
			Minimum 7 years relevant professional experience	
13.	Manager Technical (Technical Support)	1	1 <sup>st</sup> Class MPhil/ MS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions	Provide Technical Support to all sections particularly NEOC in terms of Communication / Network / Hardware / Software
			Minimum 7 years relevant professional experience	
14.	Manager Technical (ICT Development)	1	1 <sup>st</sup> Class MPhil/ MS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions	Lead the ICT Development Section with focus on Digitization of National Emergencies

			Minimum 7 years relevant professional experience	Operations Centre (NEOC)
15.	Manager R&E (Research)	1	1 <sup>st</sup> Class PhD / MPhil/ MS Degree in Disaster Management / Environmental Science/ Earth Science / GIS & RS / Project Management / International Relations/ Political Science/ Public Policy and Governance/ Public Administration or other relevant subjects of Social Sciences, Research and Higher Education from HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise. Geohazard evaluation / predictive forecasting / real time monitoring of infrastructure Minimum 7 years relevant professional experience	Manage integrated research for Disaster Management with related, specialized, and innovative research initiatives. Coordinate collaborative research projects; develops research concepts and protocols; oversee the work of research staff; develop and administer program budgets and funding, and oversee the day-to-day administration of the research
16.	Manager R&E (Methods & Evaluation)	1		Study and research Disaster Management Methods and Processes and carryout evaluation of Disaster Management Research and Training
17.	Manager R&E (Education & Training)	1		Develop/ Publish and Disseminate Disaster Management related content / curriculum; Train Disaster Management related HR and maintain a countrywide HR pool
18.	Manager R&E (NIDM)	1		Establishing, managing and maintaining all affairs related to National Institute of

				Disaster Management (NIDM)	
19.	Manager Finance (Funds)	1	1 <sup>st</sup> Class MPhil / MS / MBA Degree in Finance / Accounts / Budget from HEC recognized Institutions Minimum 7 years relevant professional experience	Manage all Disaster Management related funds and donations	
20.	Manager Legal	1	1 <sup>st</sup> Class LLM / LLB / Public Administration Degree from HEC recognized Institutions Minimum 7 years relevant professional experience	Manage all legal affairs (domestic / international) and process assemble business formalities	
<b>Deputy Manager (PPS-8)</b>					
21.	Deputy Manager Operations (ICT Support)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise. Minimum 4 years relevant professional experience	Provide Technical / ICT Support to NEOC in terms of Communication / Network / Hardware / Software	(35 + 5) 40 years
22.	Deputy Manager Social Media/ ICT	1	1 <sup>st</sup> Class MPhil/ MS Degree in Media Technology/ Mass Communication/ Public Relations/ Information Management or other relevant subjects of Information & Media from HEC recognized Institutions Minimum 4 years relevant professional experience	Assist and Manage all social media handles / platforms; develop relevant content and suggest innovative means using Social Media / ICT	
23.	Deputy Manager Logistics (Transport)	1	1 <sup>st</sup> Class MPhil/ MS Degree in Disaster Management /Supply Chain Management / Project Management / Logistics or other relevant subjects of Disaster Management from HEC recognized Institutions Minimum 4 years relevant professional experience	Assist and maintain all Disaster relief related Logistics based transport ad its allied mechanisms / processes via road / train / air and sea	
24.	Deputy Manager Logistics (Inspection)	1		Assist and Inspect, Monitor and Evaluate Stocks / Supplies /	

				Transport and Relief Supply Chain Mechanism	
25.	Deputy Manager International Cooperation (UN Organizations)	1	1 <sup>st</sup> Class MPhil/ MS Degree in International Relations/ Political Science/ Public Policy and Governance/ Public Administration or other relevant subjects of Social Sciences from HEC recognized Institutions	Assist and Maintain close liaison with UN Organizations / Development Partners & NGOs and coordinated functions in light of UN Charter / Protocols / SDGs covering Disaster Management aspects	
26.	Deputy Manager International Cooperation (NGOs)	1	Minimum 4 years relevant professional experience		
27.	Deputy Manager R&E (Research)	1	1 <sup>st</sup> Class PhD / MPhil/ MS Degree in Disaster Management / Environmental Science/ Earth Science / GIS & RS / Project Management / International Relations/ Political Science/ Public Policy and Governance/ Public Administration or other relevant subjects of Social Sciences, Research and Higher Education from HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise. Geohazard evaluation / predictive forecasting / real time monitoring of infrastructure Minimum 4 years relevant professional experience	Assist in R&E functions understudy respective R&E Managers	
28.	Deputy Manager R&E (Methods & Evaluation)	1			
29.	Deputy Manager (Education & Training)	1			
30.	Deputy Manager Legal	1	1 <sup>st</sup> Class LLM / LLB Degree from HEC recognized Institutions Minimum 4 years relevant professional experience	Assist in all Legal functions understudy Manger Legal	
<b>Assistant Manager (PPS-7)</b>					
31.	Assistant Manager Plans (Risk Assessment)	3	1 <sup>st</sup> Class MPhil/ MS / BS Degree in Disaster Management / Environmental Science/ Earth Science / GIS & RS / Project Management or other relevant subjects of Disaster Management from	Assist respective Managers in defined work domain and carryout any other related task as assigned	(30 + 5) 35 years



			HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise. Minimum 2 years relevant professional experience		
32.	Assistant Manager NEOC (ICT Support)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise. Minimum 2 years relevant professional experience		
33.	Assistant Manager Operations (Relief)	3	1 <sup>st</sup> Class MPhil/ MS / BS Degree in Disaster Management / Environmental Science/ Supply Chain Management / Project Management or other relevant subjects of Disaster Management from HEC recognized Institutions Minimum 2 years relevant professional experience		
34.	Assistant Manager Operations (Survey)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions Minimum 2 years relevant professional experience		
35.	Assistant Manager Media (ICT Support)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions Minimum 2 years relevant professional experience		
36.	Assistant Manager Technical (Communications)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions Minimum 2 years relevant professional experience		
37.	Assistant Manager Technical (Equipment)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions Minimum 2 years relevant professional experience		
38.	Assistant Manager Technical (Software)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions Minimum 2 years relevant professional experience		
39.	Assistant Manager Technical (Network)	1	MPhil/ MS / BS Degree in IT / Computer Sciences or other relevant subjects of ICT Engineering Technology from HEC recognized Institutions Minimum 2 years relevant professional experience		
40.	Assistant Manager Logistics (Warehouse)	1	1 <sup>st</sup> Class MPhil/ MS / BS Degree in Disaster Management /Supply Chain Management / Project Management / Logistics or other relevant subjects of Disaster Management from HEC recognized Institutions		

			Minimum 2 years relevant professional experience			
41.	Assistant Manager R&E (Research)	1	1 <sup>st</sup> Class PhD / MPhil/ MS Degree in Disaster Management / Environmental Science/ Earth Science / GIS & RS / Project Management / International Relations/ Political Science/ Public Policy and Governance/ Public Administration or other relevant subjects of Social Sciences, Research and Higher Education from HEC recognized Institutions. High end skills in numerical modeling of respective area of expertise. Geohazard evaluation / predictive forecasting / real time monitoring of infrastructure Minimum 2 years relevant professional experience			
42.	Assistant Manager R&E (Methods & Evaluation)	1				
43.	Assistant Manager R&E (Training)	1				
44.	Assistant Manager R&E (NIDM)	2				
45.	Assistant Manager (Assembly Business)	1	1 <sup>st</sup> Class LLM / LLB / Public Administration Degree from HEC recognized Institutions Minimum 2 years relevant professional experience			