

**No.F.3(5)1/2022-NDMA(HR)**  
**Government of Pakistan**  
**Prime Minister's Office**  
**National Disaster Management Authority**  
\*\*\*\*\*

**ADVERTISEMENT**

1. A well reputed government organization seeks to hire the services of a suitable candidate on contract basis for initial period of one year against following post to be based at Islamabad as per mentioned details: -

<b>Name of Post</b>	<b>BPS</b>	<b>Number of Vacancies</b>	<b>Domicile / Quota</b>	<b>Location</b>
<b>Assistant Director</b> (Software / Web Developer & Social Media Handler)	17	1	Open Merit	Islamabad

2. Eligible candidates may submit their applications along with CV, attested photo copies of CNIC, Degrees / Certificates and four latest photographs. The shortlisted candidates will be required to present their original documents duly attested by HEC. The applications must reach at P.O. Box No.3356, GPO, Islamabad within 15 days of the publication of this advertisement. Applications received after due date will not be entertained. Name of the post should be clearly mentioned on the top right corner on envelope.

3. Detailed terms and conditions of the above-mentioned posts are available on the NDMA website [www.ndma.gov.pk](http://www.ndma.gov.pk).

4. No TA/DA will be admissible for appearing in the test / interview.

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

## VACANCY ADVERTISEMENT

A well reputed government organization seeks to hire the services of a suitable candidate on contract basis for initial period of one year against the following post to be based at Islamabad as per mentioned details: -

Ser	Name of Post	BPS	No of Vacancies	Domicile / Quota	Age Limit	Criteria / Required Qualification	Experience
a.	Assistant Director (Software / Web Developer & Social Media Handler)	17	1	Open Merit	➤ Minimum 28 Years / Maximum 35 Years	➤ Master Degree duly recognized by HEC in Computer Science / Software Engineering ➤ Specialized certificates / training in Web management will be of an added advantage. ➤ Previous experience with government and National / International including UN agencies is desirable	➤ Minimum of Seven (07) Years' post qualification working experience in development / designing and management of softwares / websites, web and social media pages in organizations of repute. ➤ Good writing / presentation and computer skills.

Eligible candidates may submit their applications along with CV, attested photo copies of CNIC, Degrees / Certificates and four latest photographs. The shortlisted candidates will be required to present their original documents duly attested by HEC. The applications must reach at P.O. Box No.3356, GPO, Islamabad within 15 days of the publication of this advertisement. Applications received after due date will not be entertained. Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelope.

3. Detailed terms and conditions of the above-mentioned posts are available on the NDMA website [www.ndma.gov.pk](http://www.ndma.gov.pk).
4. No TA/DA will be admissible for appearing in the test / interview.

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

## **JOB DESCRIPTION**

- a. Ensure smooth functioning of all NDMA softwares including NDDSS, E-Office and ODKMS.
- b. Develop new softwares for official use by NDMA on need basis.
- c. Developing, designing and updating all web and social media pages of NDMA including official website of NDMA.
- d. Development / Administration / Looking after of intranet and internet pages of NDMA.
- e. Ensuring that sites contents / information are precise and duly approved by the concerned officer.
- f. Remains updated with all government policies and regulation on web management and social media handling.
- g. Develop and support in graphic designing and publication.
- h. Installation and troubleshooting of softwares.
- i. Daily updating and reviewing of websites and social media pages.
- j. Run Social Media Campaigns / Design PSMs (Public Service Messages) for social media & website as per directions.
- k. Creating Social Media Posts for popular platforms, like Facebook, Twitter, YouTube.
- l. Making collages / banners for website & social media.
- m. Any other relevant task assigned by the Chairman NDMA.

\*\*\*\*\*

