

**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 a period of 24x months. These purely contractual posts are extendable on requirement basis. The posts will be filled on **open merit basis** as per given detail below:-

Ser	Name of Posts	Lump Sum Package Equivalent to Project Pay Scale	Number of Vacancies
1.	Manager (Infrastructure)	9	1
2.	Manager (Project Development)	9	1
3.	Deputy Manager (Infrastructure & Project Development)	8	1
4.	Deputy Manager (Project Development & Water Resource Management)	8	1
Grand Total			4

Instructions: -

1. Eligible candidates must send hard copy **by post as well as by email** (in a single pdf file), within **15 days** of publication of this advertisement, to following addresses:-
 - **Post:** PO Box No 3356, GPO Islamabad.
 - **Email:** consultantprojectdev@ndma.gov.pk
 - **Note:-** The applications to be deposited by post and email (both). Applications not received either by post or by email will not be shortlisted / entertained.
2. The detailed terms & conditions of the advertised posts & application form are available on NDMA website <http://cms.ndma.gov.pk/careers/>.
3. Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelope.
4. Only shortlisted candidates will be called for test / interview as the case may be.
5. The shortlisted candidates will be required to present their original documents duly attested by HEC at the time of interview.
6. A lump sum monthly package will be offered to the successful / selected candidate(s) depending on domain skills & relevant experience.
7. Applications received after due date will not be entertained.
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.

NDMA is an Equal Opportunity Employer

**DIRECTOR (ADMINISTRATION)
National Disaster Management Authority (NDMA)
ISLAMABAD**

Job Descriptions / Terms & Conditions of Advertised Posts (Ph-1)

Ser	Designation	No of Posts	Equivalent to PPS	Qualification	Experience	Maximum Age Limit
1.	Manager (Infrastructure)	1	9	MS Structure Engineer, from HEC recognized institute	Minimum 6-8 years of professional experience in: <ul style="list-style-type: none"> - Pre- stressed concrete structure - Earthquake seismology & Earthquake hazards - DR evaluation & retrofitting of existing structures - GIS & remote sensing - Disaster risk assessment & Mitigation Structural Fire Engineering - Br Engg 	(30 - 35)
2.	Manager (Project Development)	1	9	MS Construction Engineering Management, from HEC recognized institute	Minimum 6-8 years of professional experience in: <ul style="list-style-type: none"> - Contract Management - Risk management in construction - Policies, Planning & strategy for Disaster Management, Construction Planning schedule & con - Disaster risk reduction & preparation - Const cost estimation & con - Earthquake assessment & mitigation - Community based DRM - Environment framework on Disaster 	(30 - 35)

3.	Deputy Manager (Infrastructure & Project Development)	1	8	MS Urban & Regional Planning , HEC recognized institute	Minimum 5-7 years of professional experience in: <ul style="list-style-type: none"> - Adv Planning tech - Disaster Planning & Management - Regional Development Planning - Infrastructure & transport Planning - Poverty Alleviation - Construction Management - Land info system & Adv GIS - Planning research methods - Social Engineering for sustainable development - Development Planning in Pakistan - Implementation of Plans - Contemporary urban planning - Solid waste management 	(25 - 35)
4.	Deputy Manager (Project Development & Water Resource Management)	1	8	MS Water Resource Management , HEC recognized institute	Minimum 5-7 years of professional experience in: <ul style="list-style-type: none"> - River Engineering - Design & construction of dams - Adv open channel Hydrology - Groundwater Modeling - Irrigation & drainage Engineering - Disaster Management - Watershed Management - Urban Hydrology - Groundwater exploration - Water law & policy - River basin modeling - Dam Engineering 	(25 - 35)

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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 as on 15 th Feb, 2024:
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 _____
