

**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 detail given below:-

Ser	Name of Posts	Lump Sum Package Equivalent to Project Pay Scale	Number of Vacancies
1.	Deputy Manager (Production)	8	1
2.	Assistant Manager (Videography)	7	1
3.	Assistant Manager (Photography)	7	1
Grand Total			3

Instructions: -

- 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:** pro.ndma@gmail.com
 - Note:-** The applications to be deposited by post and email (both). Applications not received within the stipulated time frame either by post or by email will not be entertained.
- The detailed terms & conditions of the advertised posts as well as application form are available on NDMA website <http://ndma.gov.pk/careers/>.
- Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelope.
- Only shortlisted candidates will be called for test / interview as the case may be.
- The shortlisted candidates will be required to present their original documents duly attested by HEC at the time of interview.
- A lump sum monthly package will be offered to the successful / selected candidate(s) depending on domain skills & relevant experience.
- Applications received after due date will not be entertained.
- 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.
- 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**

Job Descriptions / Terms & Conditions of Advertised Posts

Ser	Designation	No of Posts	Equivalent to PPS	Qualification	Experience / Job Descriptions	Maximum Age Limit
1.	Deputy Manager (Production)	1	8	Minimum Bachelors Degree in Multimedia, Computer Graphics, Animation from HEC recognized university	<p>Minimum 2- 4 Years experience in the relevant field and will be responsible / ability to:-</p> <ul style="list-style-type: none"> • Conceive, plan, coordinate and produce high quality content for disaster awareness. • Management of the production activities. • Must have expertise in creating a wide range of animations, including modelling, texturing and animating characters. • Creating digital puppets, digital environments and props. • Lead project related to web tv or video content based series. • Have knowledge of camera/audio & light works. 	(40 +5) 45 Years
2.	Assistant Manager (Videography)	1	7	Minimum Bachelors / BSC Degree in Media Sciences from HEC recognized university	<p>Minimum 2- 4 Years experience in the relevant field and will be responsible to:-</p> <ul style="list-style-type: none"> • Department leads while ensuring cost effective production Act as the primary videographer within the department, supervise and guide any Production Assistants in the department. • Operate various videography equipment, including cameras, drones (whenever required), and audio recording devices. • Record and cover the important engagements of the organization held within the office premises or outside including out station shoots. • Development a comprehensive video production plan, including videography, editing, audio mastering, subtitling, format exporting, and archiving raw and edited work. • Ensure that all videos are produced to the highest quality standards effectively represent the organizational messages. • Plan and organize the workflow to ensure that daily / weekly tasks, department milestones and expectations are met in time. • Capture/shoot and edit the footage in alignment with the 	(30 +5) 35 Years

					<p>script / story board provided meeting broadcast standards at any forum.</p> <ul style="list-style-type: none"> • Capture high-quality video footage of disaster scenes, including damage assessment, relief efforts, and recovery progress. • Conduct interviews with affected individuals, volunteers, and emergency personnel to gather first-hand accounts and perspectives. • Edit and compile raw footage into clear, concise, and engaging videos for various purposes, such as public service announcements/messages, training materials, and documentaries, etc. • Maintain a well-organized and secure archive of all captured footage and edited videos. • Collaborate with other members to ensure effective communication and coordination of efforts. • Will be required to work in challenging environments and travel to disaster zones. 	
3.	Assistant Manager (Photography)	1	7	Minimum Bachelors Degree from HEC recognized university	<p>Minimum 2- 4 Years experience in the relevant field and will be responsible to:-</p> <ul style="list-style-type: none"> • Pictorial-Video coverage of events & commitments as assigned. • Creating compelling visuals for public awareness campaigns about disaster preparedness and risk reduction strategies. • Proficient in using photo editing software to enhance the images, adjust colors, and potentially retouch minor imperfections. • Responsible for organizing and archiving of pictorial data. • Creating safe backup of captured photos and videos. • Staying updated on the latest photography trends, techniques, and editing software. • Designing of albums. • Ensure photographic equipment in good working condition. • Assist the creating team. 	(30 +5) 35 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 as on 30 TH May, 2024:.....
Domicile:	CNIC No:
Contact No:	E-mail address.....

Mailing Address.....
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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 _____