

**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. 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	Lump Sum Package Equivalent to Project Pay Scale	Number of Vacancies
1.	General Manager (Plans)	9	1
2.	DM (Warehouse)	8	1
3.	Deputy Manager (Geospatial Animator)	8	1
Total			3

Instructions: -

1. Eligible candidates must send 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	Job Descriptions / Experience	Maximum Age Limit
General Manager (Equivalent to PPS-9)					
1.	General Manager (Plans) (PPS-9)	1	M.Phil. or Master's degree in Disaster Risk Management, Public Policy, Environmental Sciences or equivalent education in respective field of study from HEC recognized University / Foreign University.	<ul style="list-style-type: none"> • Minimum 15 years of experience in disaster management, policy development, strategic planning, funds arrangement & donor's coordination. • Strong understanding of national and international disaster management frameworks. • Practical experience of managing various disasters including rehabilitation of disaster affected communities will be an added advantage. 	55 - 60 Years
Deputy Manager (Equivalent to PPS-8)					
2	Deputy Manager (Warehouse) (PPS-8)	1	M Phil / MS/ BS / Diploma in Sup Chain Management or Logistics relevant subjects from HEC Recognized Institution	<ul style="list-style-type: none"> • 8 Years relevant experience 	(35 + 5) 40 Years
3	Deputy Manager (Geospatial Animator) (PPS-8)	1	BS/BSc/B.Com in Graphic Design, 3D Geospatial Science, Computer Science, or a related field or at least 14 years of education	<ul style="list-style-type: none"> • Relevant 4-6 years of work experience • Develop and maintain 3D GIS simulations for real-time modelling of geographical areas and environmental conditions • Create detailed simulations of natural disasters, such as floods, earthquakes, and wildfires, to assist in risk assessment and emergency planning • Collaborate with GIS analysts, data scientists, and GIS developers to integrate simulation data into larger geospatial projects • Optimize simulation performance and scalability for various platforms, including desktop and web-based applications. • Expertise in 3D tools e.g., Blender GIS, Autodesk Maya, Unity 3D, After Effects, Keyshot, 3D Max • Graphic Design skills e.g./UI Designing (Games, Web, Mobile UX/UI) 	30 to 40 Years

Ser	Designation	No of posts	Qualification	Job Descriptions / Experience	Maximum Age Limit
				<ul style="list-style-type: none">• Command on Adobe suite (e.g., Photoshop, Illustrator, InDesign etc.)• Proficiency in GIS software (e.g., ArcGIS, QGIS) and 3D modelling tools (e.g., Unity, Unreal Engine, Blender)• Expertise in video editing tools• In depth Knowledge of VR/AR for the virtual experiences of disasters	

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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 _____