

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 six 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 (Policy)	9	1
2.	Manager (International Collaboration)	9	3
3.	Manager (Communications & Computer Systems)	9	1
4.	Deputy Manager (National Emergencies Operations Centre - Building)	8	1
5.	Deputy Manager (National Emergencies Operations Centre - Admin)	8	1
6.	Deputy Manager (National Emergencies Operations Centre - Accounts)	8	1
7.	Deputy Manager (National Institute of Disaster Management - Coordination)	8	1
8.	Deputy Manager (Logistics Inspection)	8	1
9.	Deputy Manager (National Search & Rescue)	8	1
10.	Deputy Manager (INSARAG: International Search & Rescue Advisory Group)	8	1
11.	Assistant Manager (National Institute of Disaster Management)	7	2
12.	Assistant Manager (Warehouse)	7	1
13.	Stenographer (Inventory Manager)	5	1
14.	Store Manager (Warehouse)	5	4
15.	Technical Assistant (IT)	5	1
16.	Technical Assistant (Systems)	5	2
17.	Technical Assistant (Network)	5	2
18.	Store In-charge (Warehouse)	4	4
Grand Total			29

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:** diradmin@ndma.gov.pk & cbs@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.
- The detailed job descriptions of the advertised posts are available on NDMA website <http://cms.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.
- 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