



National Disaster Risk Management Fund

(A company set up under section 42 of the Companies Act 2017)

Making Pakistan Resilient

VACANCY ANNOUNCEMENT

National Disaster Risk Management Fund (NDRMF) is a government-owned not-for-profit company, established under Section 42 of the Companies Act 2017. It provides grant financing for projects that contribute to enhancing Pakistan's resilience to climatic and other natural hazards and to strengthen the government's ability to quickly respond to disasters triggered by natural hazards.

NDRMF requires the services of vibrant & qualified professionals for following Islamabad based positions on performance based contract:

S#	Position	Required Qualification & Experience
1.	Deputy Manager – Gender (One position)	<p>Qualification: Post-graduate Degree in Gender Studies, Social Sciences, International Development or Humanitarian Studies.</p> <p>Experience: (i) At least 08 years' work experience in the development sector with a focus on gender mainstreaming; (ii) Technical knowledge of gender and/or women empowerment approaches; (iii) Solid understanding of gender issues in disaster risk management (DRM); (iv) Hands on experience of gender mainstreaming at institutional and program levels; (v) Knowledge of principles of results-based management; (vi) Good understanding of government and development partner policies and priorities.</p>
2.	Deputy Manager – Management Information System (One position)	<p>Qualification: (i) Master's degree in Information Communication Technology, computer science or other fields.</p> <p>Experience: (ii) At-least 8 years' professional experience in software and or/web development work experience, of which at-least 2 years' experience should be in managing technical projects or teams, (iii) Sound Knowledge and working experience of latest development tools used for software, databases and web development and integration like SQL Server, Oracle or other Relational and/or Non-relational databases. (iv) Experience in Web Servers like IIS/Apache. And front-end and back-end technologies. (v) Hands on Knowledge of complete software development lifecycle (SDLC)</p>
3.	Assistant Manager- Environment (One position)	<p>Qualification: (i) 16 years education in environmental science/engineering or a closely related field from a reputed Public or accredited Private University.</p> <p>Experience: (ii) At least 04 years' experience in conducting Environmental assessments, due diligence and monitoring in Environmental safeguards.</p>
4.	Executive Assistant (One position)	<p>Qualification: 14-years of Education in Business Administration, Finance, Commerce or Economics.</p> <p>Experience: (i) At least 04-years' relevant experience in a reputable and large public sector or private organization. (ii) Strong communication skills in English (iii) Proficiency in MS office and other basic IT Software.</p>
5.	Assistant (One position)	<p>Qualification: 14-years of Education in Business Administration, Finance, Commerce or Economics.</p> <p>Experience: (i) At least 02-years' relevant experience in a reputable and large public sector or private organization. (ii) Strong communication skills in English (iii) Proficiency in MS office and other basic IT Software.</p>

Terms & Conditions:

- (i) To apply for above positions, maximum Age is fifty-seven (57) years.
- (ii) Applicants **MUST** apply **ONLINE** using an Application Form, available at www.ndrmf.pk "Career Section" by entering the required credentials on the online application form and attaching scanned copies of their CV, CNIC, educational & experience certificates, latest by **27th October 2022** before closing of office hours i.e. 1700 hours. No need to send hardcopy of CV and documents.
- (iii) Incomplete applications and/or applications received after the closing date & time will not be entertained and no claim whatsoever thereof will be acceptable.
- (iv) Age, Qualification and Experience etc., will be counted from the date of submission of applications. Part-time, honorary, apprentice and internee positions will not be considered/counted as experience.
- (v) All candidates must have Higher Education Commission Verified/Equivalent Qualifications. Foreign qualified candidates must submit equivalence certificate(s) from Higher Education Commission. A selected candidate shall be required to submit HEC Verified Degree(s) before entering into employment, upon selection.
- (vi) Candidates shall be required to produce all original documents at the time of interview.
- (vii) Only shorted listed candidates shall be called for test/interview after complete scrutiny of applications. For physical test/Interview, a candidate must be fully vaccinated against Covid-19. A certificate to this effect will be required. No TA/DA shall be admissible for test/ interview. A face to face interaction virtually through audio/video, may be opted therefore, applicants are requested to ensure that they have provided updated contact details.
- (viii) NDRMF offers competitive remuneration and benefits package. Actual appointment salary will be based on NDRMF's standards and computation, taking into account the selected individual's qualifications and experience.
- (ix) Candidates already in Government/Semi-government Organization/Autonomous Bodies & Corporations, should apply through proper channel with NOC of the respective department issued on its letter head. Also, if such candidate gets selected, s/he shall be offered the position through contract agreement.
- (x) The applications submitted by a candidate will be at the risk and cost of the applicant. Any information found bogus at any stage, during the induction or later in service, will result in termination of the candidature or employment thereof.
- (xi) The appointment will be made subject to fulfillment of all codal/legal/administrative formalities.
- (xii) We are an equal opportunity employer; female candidates are strongly encouraged to apply.
- (xiii) The Company has the right to defer or cancel the recruitment process of any position(s), at any stage, without assigning any reason.
- (xiv) Employment at NDRMF shall be on whole time basis and the selected candidate shall not be allowed to directly or indirectly engage in any other business, occupation or profession of any kind.

HEAD OF HUMAN RESOURCES

National Disaster Risk Management Fund

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