

NATIONAL DISASTER RISK MANAGEMENT FUND (NDRMF)

CAREER OPPORTUNITIES

The NDRMF, a company set up under section 42 of the Companies Ordinance 1984, is a government owned not-for-profit Company (limited by guarantee). The objective of the NDRMF is to establish a government-owned sustainable mechanism to support disaster risk reduction & financing instruments that can enhance Pakistan's resilience to future disasters.

To fill the following challenging positions, NDRMF is looking for talented, experienced and highly motivated professionals:

Sr.#	Position	Qualification & Experience
1-	Assistant Manager Internal Audit (1)	(i) ICMA (Inter) / CA (Inter) / ACCA (Qualified) or MBA (Finance) from recognized university. Preference will be given to candidates who have completed articles from Big Four Chartered Accountant Firm.
2-	Deputy Manager M&E (2)	(i) Post graduate degree in social science, GIS/ remote sensing, Geography, Anthropology or another relevant field an asset. (ii) 08 years' experience of working with state organization or development partners or INGO's.(iii) 5 years' of professional experience in monitoring, evaluation and accountability. (iv)Excellent understanding of monitoring and evaluation tools and methodologies.
3-	Assistant Manager M&E (1)	(i) Post graduate degree in social science, GIS/ remote sensing, Geography, Anthropology or another relevant field an asset. (ii)04 years' experience of working with state organization or development partners or INGO's.(iii) Professional experience in monitoring, evaluation and accountability. Excellent understanding of monitoring and evaluation tools and methodologies.
4-	Assistant Manager MIS (1)	(i) Master's degree in Information Communication Technology, Computer Science or equivalent. (ii) Minimum of 4-years hands on professional experience in software and/or web development. (iii) Sound knowledge and working experience of latest development tools used for software, databases, and web development and integration. (iv) Experience in web servers like IIS/Apache, Tomcat, websphere is mandatory and front-end exposure as well. (v) Hands on knowledge of software development life cycle (SDLC).
5-	Assistant Manager Disaster Risk Reduction (1)	(i) Post graduate degree or equivalent in a relevant discipline (Disaster Management, social sciences, economics, engineering or any related technical disciplines). (ii) 04 years of work experience or more in the development sector and knowledge of Disaster Risk Management issues in Pakistan. Previous experience with donor funded projects will be considered an asset. (iii) Must have good analytical skills, methodological rigor and problem-solving ability. (iv) Knowledge and understanding of Disaster Risk Management sector and issues. (v) Ability to work with partners, government officials and representatives of international agencies as well as at the community level. (vi) Familiarity with relevant national and provincial laws, regulations and directives. (vii) A team player able to work with multi-disciplinary teams and having leadership skills. (viii) Effective report-writing and communication skills in English. (ix) Ability to produce quality work under pressure and adhere to deadlines. (x) Good MS Office handling skills.
6-	Deputy Manager Legal & Contracts (1)	(i) Must possess LLB from a reputable local or foreign institute. (ii) Minimum 8 years of experience in drafting and managing contract agreements besides handling legal matters with Public/Private projects. (iii) Excellent knowledge of relevant rules and legislations of Public/Corporate sector and donor agencies including international contractual best practices.

Remuneration, Mode of Appointment, Other Requirements and Application Process

- Salary will be competitive and commensurate with qualification and experience. The appointment shall be made on contract basis. We are an equal opportunity employer.
- Please mention the name of post on the right top corner of the envelop.
- Strong communication skills in English and proficiency in MS Office & basic IT software are pre-requisite for all positions.
- Please submit hard copies of your application on below mentioned address along with detailed CV including education, experience, address, email, phone number, photograph and copies of CNIC, educational & experience certificates by **August 12, 2018**.

Human Resources, NDRMF

Earthquake Reconstruction and Rehabilitation Authority (ERRA)
Head Quarter, Main Murree Road, Opposite Margalla Town, Islamabad.

Website: www.ndrmf.pk, Tel: 051 903 08 56