

# 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 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:

S.No.	Position	Qualification & Experience	S.No.	Position	Qualification & Experience
1.	Chief of Staff / Advisor (1)	(i) Master's Degree in Finance, Economics, Project Management, Development Studies or related field; (ii) 16-years of work experience with at least 5-years with development partners / IFIs; (iii) good understanding of DRM; (iv) good understanding of the GoP and Development partners' procedures; and (v) experience in project management.	15.	Deputy Manager - Administration & Security (1)	(i) Master's degree in Business Administration or Social Sciences from a recognized university; (ii) At least 8 years of experience in administration, logistics, management and security related duties. (iii) At least 4 years in a similar role would be considered as an advantage. (iv) Retired army officer up to the rank of Lt. Colonel / Equivalent are preferred. (v) Training in Management, Administration, Logistics, or any other training considered relevant for the position.
2.	General Manager - Projects & Operations (1)	(i) Master's degree in Climate Change, Disaster Management, Project Management, Finance, Economics, Civil or Environmental Engineering or related fields; (ii) 16-years of relevant work experience with 5 years in senior management positions; (iii) with good understanding of DRM and DRF; (iv) good understanding of the GoP and Development partners' procedures; and (v) experience in project management.	16.	Deputy Manager - Human Resource Management (1)	(i) Master's degree in HR, Economics, Public Administration or related fields; (ii) At least 8-years of relevant work experience; (iii) good understanding of Procurement Guidelines & Policies of International Financial Institutions (IFIs); and (iv) good understanding of HR policies and GoP procedures.
3.	General Manager - Quality Assurance (1)	(i) a Master's degree in Climate Change, Disaster Management, Project Management, Finance, Economics, Civil or Environmental Engineering or related fields; (ii) 16-years of relevant work experience with at least 5 years in senior management positions; (iii) with good understanding of DRM and DRF; (iv) good understanding of the GoP and Development partners' procedures; and (v) good understanding of quality assurance systems as well as Gender and Social Issues.	17.	Deputy Manager / SO to CEO (1)	(i) Master's Degree with At least 8 years of experience in related field with (ii) excellent writing and speaking skills in English and Urdu and (iii) command of MS Office and relevant IT applications. Retired Military Officer of the rank of Lt Colonel / Equivalent with Corporate Experience will be an added qualification.
4.	General Manager - Support Services (1)	(i) Master's degree in HR, Economics, Public Administration or related fields; (ii) at least 16-years of relevant work experience with 5-years in senior-level management positions; (iii) with good understanding of Procurement, Administration, security aspects. Or (iv) In case of military officers applying for the post, he must be of the rank of a Brig/Equivalent, having qualified respective staff course and having minimum three years corporate experience.	18.	Deputy Manager MIS. (1)	(i) Master's degree in Information Communication Technology, Computer Science or other fields; (ii) At least 8-years professional experience in software and/or web development work experience; of which at least two 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 life cycle (SDLC).
5.	Chief Internal Auditor (1)	(i) Member of a recognized body of professional accountants; or certified internal auditor; or certified fraud examiner; or certified internal control auditor; or person holding a master degree in finance from a university recognized by the Higher Education Commission and (ii) 16-years relevant experience.	19.	Deputy Manager - Disaster Risk Financing (1)	(i) Master's degree in economics, finance or any other related discipline; (ii) At least 8 years of specific experience of working in Pakistan in disaster risk management, with some level of exposure to designing financing instruments to reduce the impacts of disasters; (iii) At least 5 years of managerial experience, heading a team with proven strong leadership and communication skills, and ability to work cross-sector and lead inter-disciplinary teams; (iv) having experience of insurance industry.
6.	Manager Procurement (1)	(i) An advanced degree in a suitable discipline or field of study, preferably in Engineering / Finance / Social Sciences/ SCM; (ii) At least 12 years experience at middle or senior levels in management, including work in the public sector and project management; (iii) At least 5 years' experience of procurement of goods & services in the public sector; (iv) Demonstrated familiarity with GoP's the MDIs procurement and consultant selection guidelines; (v) Ability to deal sensitively in multi-cultural environments and build effective working relations with clients and colleagues; (vi) Excellent inter-personal, writing and communications skills as evidenced by a body of written work, proven interest in transferring knowledge, ability to listen and to influence without taking over; (vii) Ability to function effectively in multi-disciplinary teams within a matrix management environment; and (viii) Excellent computer skills including MS Office (Word, Excel, and PowerPoint) and MS Project.	20.	Deputy Manager - Economic & Financial Analysis (1)	(i) Master's degree in economics, finance or project management or related discipline; (ii) At least 8 years of relevant experience in project appraisal, economic and financial analysis; (iii) strong understanding of DRM tools and policies; and (iv) good understanding of government and development partner's policies and procedures.
7.	Manager - Monitoring & Evaluation (1)	(i) Post graduate degree in social science, GIS/ remote sensing, Geography, Anthropology or another relevant field an asset. (ii) 12 years' experience of working with state organization or development partners or NGO's (iii) 5 years' experience of professional experience in monitoring, evaluation and accountability. (iv) Excellent understanding of monitoring and evaluation tools and methodologies.	21.	Assistant Manager - Security (1)	(i) 14 years of education with specialized courses in internal security tasks, Intelligence / security Management, or related fields; (ii) At least 8 years of experience in provision of security related matters preferably in police, military or other para-military organizations or as security / intelligence officer in a recognized private security company or during service; (iii) At least 4 years in a similar role would be considered an advantage; (iv) Retired army officer up to the rank of Major/Equivalent, police are preferred; and (v) Training / substantive practical experience on security issues is a requirement.
8.	Manager - Project Appraisal & Management (1)	(i) Master Degree in Civil Engineering with experience of Project Management. (ii) Minimum 12 years of relevant experience (iii) Excellent written and oral communication in English (iv) Knowledge of MS Office and another IT expertise.	22.	Assistant Manager - Administration (1)	(i) 14 years of education in business Administration or Social Sciences from a recognized university; (ii) At least 8 years of experience in administration, logistics, management and other administration related duties. (iii) At least 4 years in a similar role would be considered as an advantage; (iv) Training in Management, Administration, Logistics, or any other training considered relevant for the position.
9.	Manager - Disaster Risk Reduction (1)	(i) Must possess a master's or advanced degree in Disaster Risk Reduction/Management, Urban and Regional Planning (Hazard Planning), Geography, Environmental Sciences, Engineering, Economics, or closely related field with specific expertise in the field of DRR; (ii) Extensive knowledge of disaster risk reduction/management (national and international); (iii) Demonstrated analytical and writing skills; (iv) Demonstrated ability to deliver high quality outputs while working under pressure and within tight time schedules; (v) Demonstrated ability to work effectively with Government officials and technical staff and with other DRR and DRM stakeholders; (vi) Strong written and oral communication skills, with demonstrated ability to make effective presentations to diverse audiences. (vii) A minimum of 12 years' of relevant professional experience (General); (viii) 7 years professional experience in Disaster Risk Reduction (DRR).	23.	Assistant Manager - Procurement (2)	(i) An advanced degree in a suitable discipline or field of study, preferably SCM or in Engineering/ or Finance; (ii) At least Four (04) years of experience in management, including work in the public sector and project management; (iii) Demonstrated experience of working in donor funded projects and managing procurements/goods in compliance with MDB and PFPRA procedures is required; and (iv) Excellent computer skills including MS Office (Word, Excel, and PowerPoint).
10.	Deputy Manager - Information Technology (1)	(i) Master's degree in Computer Sciences, Information Technology related field from a recognized university; (ii) At least 08 years of relevant experience in an organization of repute.	24.	Assistant Manager - Accounts & Finance (2)	(i) ICMA (Inter) / CA (Inter) / ACCA (Qualified) or MBA (Finance) from recognized university; and (ii) At Least 4-years of relevant working experience in Accounting, Finance and ERP Environment and hands-on experience with accounting software.
11.	Deputy Manager - Media Coordination (1)	(i) Master's Degree in Mass communication / Social Science (ii) At least 8 years of experience in DRM and related field (iii) Good understanding of government and development partner policies and priorities; and (iv) Excellent writing and speaking skills in English and Urdu.	25.	Executive Assistants (12)	(i) 14-years of education in Business Administration, Finance, Commerce or Economics; (ii) 4 years relevant experience in a reputable and large public sector or private organization; (iii) Strong communication skills in English; (iv) Proficiency in MS office and another basic IT Software.
12.	Deputy Manager - Environment (1)	(i) Master degree in Environmental Science / Engineering or related field; (ii) At least 8 years of experience in conducting Environmental assessments, due diligence and monitoring in Environmental safeguards	26.	Assistants (5) (including 1 for procurement)	(i) 14-years of education in Business Administration, Finance, Commerce or Economics; (ii) 2-years relevant experience in a reputable and large public sector or private organization; (iii) Strong communication skills in English; and (iv) Proficiency in MS office and another basic IT Software.
13.	Deputy Manager - Social Safeguard (1)	(i) Master's degree in Social Sciences; and (ii) At least 8 years of experience in Social assessments for different projects with focus on development of LARPs/RPs/IPPs.	27.	Driver (3)	Matric with 5-Years relevant experience and valid LTV License.
14.	Deputy Manager - Gender (1)	(i) Master's degree in Gender Studies, Social Science, International Development or Humanitarian Studies; (ii) At least 8 years' work experience in the development sector with a focus on gender mainstreaming; (iii) Technical knowledge of gender and/or women empowerment approaches; (iv) Solid understanding of gender issues in disaster risk management (DRM); (v) Hands on experience of gender mainstreaming at institutional and program levels; (vi) Knowledge of principles of results-based management; and (vii) Good understanding of government and development partner policies and priorities.	28.	Office Boy (6)	Matric with 2-Years relevant experience.
			29.	Sweeper (2)	Under Matric with 2-Years relevant experience.
			30.	Cook (1)	5-Years relevant Experience.
			31.	Walter (1)	2-Years relevant Experience.

### 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 applied for on the right top corner of the envelope.
- Strong communication skills in English and proficiency in MS Office & basic IT software are pre-requisite for all positions except Sr. No. 27 – 31.
- 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 **21<sup>st</sup> May 2018**.
- For detailed Job Scope and TORs, please refer to website: [www.ead.gov.pk](http://www.ead.gov.pk) or [www.ndrmf.gov.pk](http://www.ndrmf.gov.pk)

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