

VACANCIES – Donor Funded Organization

1. Manager - Disaster Risk Reduction: (01 position, re-advertisement)

(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 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) Minimum of 12 years of relevant professional experience (General). (viii) 07 years professional experience in Disaster Risk Reduction (DRR).

2. Manager - Monitoring & Evaluation: (01 position, re-advertisement)

(i) Post graduate degree in Social Sciences, GIS/ remote sensing, Geography, Anthropology or a closely related field. (ii) 12 years' experience of working with state organization or development partners or INGO's in management. (iii) 05 years' experience of professional experience in monitoring and evaluation. (iv) Excellent understanding of monitoring and evaluation tools and methodologies.

3. Deputy Manager - Monitoring & Evaluation: (01 position, re-advertisement)

(i) Post-Graduate degree in Social Science, Development Studies, Anthropology or closely related field. (ii) Minimum 08 years' experience of working with state organization or development partners or INGO's. (iii) 5 years' experience of professional experience in monitoring, evaluation and accountability. (iv) Having an engineering background will be an added advantage.

4. Assistant Manager – Environment (01 position, fresh advertisement)

(i) 16 years education in environmental science/engineering or a closely related field from a reputed Public or accredited Private University. (ii) At least 04 years' experience in conducting Environmental assessments, due diligence and monitoring in Environmental safeguards.

5. Executive Assistant (IT) (01 position, fresh advertisement)

(i) 14 years education in computer science or a closely related field from a reputed Public or accredited private university. (ii) 04 years' experience in the field of System Administration and Computer Networks with a national or international organization. (iii) Hands on experience of designing, implementation, management, configuring and deployment of Firewall and Antivirus Servers.

6. Executive Assistants (02 positions, re-advertisement)

(i) 14 years education in Business Administration, Finance, Commerce or Economics. (ii) 04 years' relevant experience in reputable and large public sector or private organization. (iii) Strong communication skills in English (iv) Proficiency in MS office and another basic IT Software.

7. Management Trainee(s): (06 positions, 01 year duration, fresh advertisement)

(i) Fresh graduates or candidates with maximum 01 year of experience, having minimum 16 years of education with an undergraduate or advance degree in Project Management/Development Studies/Economics/Public Policy/Finance/MBA/Environmental Sciences/Public Administration/Geophysics/Geology/Geoinformatics/Computer Sciences/Environmental Sciences/Remote Sensing/GIS/ Structural or Civil Engineering/Sociology/Aanthropology/Environmental Sciences/Engineering (ii) Familiarity with MS-Office applications, research methodologies, presentation & report writing will be an added advantage.

Please submit your CV's to The Head HR, at the address given below, latest by 08th April, 2019. No TA/DA will be admissible for test & interview. Female candidates are strongly encouraged to apply.

HEAD OF HUMAN RESOURCES

National Disaster Risk Management Fund
5th Floor, EOBI House, Service Road South, G-10 Mauve Area,
Sector G-10/4, Islamabad
Website: www.ndrmf.pk Tel: 051-9108300