

NATIONAL DISASTER RISK MANAGEMENT FUND (NDRMF)

CAREER OPPURTUNITIES

1. Executive Assistant (Quality Assurance Group - Coordinator): (01 position, Islamabad)

(i) 14-years of education in Business Administration, Finance, Commerce or Economics. (ii) 04-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.

2. Executive Assistant (Business Center Coordinator): (01 position, Islamabad)

(i) 14-years of education in Business Administration, Finance, Commerce or Economics. (ii) 04-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.

Interested candidates must download the “**Job Application Form**” available on www.ndrmf.pk “career section”, send it on the below mentioned address along with hardcopies of your CV, CNIC, educational and experience certificates latest by 06th March, 2020. The candidates are further required to apply **ONLINE** as well on www.ndrmf.pk career section. No TA/DA will be admissible for test & interview. We are an equal opportunity employer. Female candidates are strongly encouraged to apply. Please mention the name of the post on the right top corner of the envelope.

HEAD OF HUMAN RESOURCES

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