

# NATIONAL DISASTER RISK MANAGEMENT FUND (NDRMF)

## CAREER OPPURTUNITIES

### 1. Communication Officer - (Support Services Group):

(01 position, Islamabad)

Post graduate degree in communication, public relations, journalism or similar disciplines. **(i)** At least 2 years of professional experience in field of strategic communication/advertising **(ii)** Professional experience in developing public communication programs in support of major policy programs and reforms **(iii)** Proven capacity to design tools and instruments for communications **(iv)** Strong team skills and proven record of delivering results **(v)** Excellent ability to convert complex issues in simple and clear messages **(vi)** Creativity and strong attitude toward both independent and team work **(vii)** Pro-active and provided with good capacity of working under pressure **(viii)** Ability to interact effectively across social and ethnic boundaries **(ix)** Highest standards of personal integrity **(x)** Written and oral fluency in English, knowledge of Urdu, Sindhi or other regional languages will be an advantage **(xi)** Good writing skills and copy-editing ability.

### 2. Office Boy:

(01 position, Islamabad, Re-advertisement)

Matric with two years relevant experience.

Interested candidates must download the “**Job Application Form**” available on [www.ndrmf.pk](http://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 08<sup>th</sup> June, 2020. The candidates are further required to apply **ONLINE** as well, on [www.ndrmf.pk](http://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 top right corner of the envelope.

#### HEAD OF HUMAN RESOURCES

National Disaster Risk Management Fund

5<sup>th</sup> Floor, EOBI House, Service Road South, G-10 Mauve Area,  
Sector G-10/4, Islamabad

Website: [www.ndrmf.pk](http://www.ndrmf.pk) Tel: 051-9108300