

## **VACANCIES –Donor Funded Organization**

### **1. Deputy General Manager (Project & Operations) (01 Position at Islamabad)**

(i) Master's degree in Management, Climate Change, Disaster Management, Project Management, Economics or related fields. (ii) Minimum 12 years of relevant work experience with 5 years in Public Sector at an administrative position. (iii) Experience of working with Public Sector / Donors / Developing partners with accreditation of organizations at international level such as GEF, GCF etc). (iv) Good understanding of the DRM & DRF, GoP and Development partners' procedures. (v) Experience in project management.

### **2. Deputy Manager (Project & Operations) (01 Position at Islamabad)**

(i) Minimum 16 years of education in Civil Engineering, Urban Development or related fields; (ii) Minimum 08 years of relevant work experience as an infrastructure engineer in constructing and operating, preferably small-scaled community physical infrastructure.

### **3. Deputy Manager Project Appraisal and Management (01 Position at Islamabad)**

(i) Master Degree in Engineering / Management or relevant field with experience of Project Management (ii) Minimum 08 years of relevant experience (iii) Excellent written and oral communication in English (iv) Knowledge of MS Office and IT expertise.

### **4. Janitor and Drivers (Janitor: 01 Position, Drivers: 02 Positions at Islamabad)**

For Driver: (i) Matriculation (ii) 5-Years' Experience with valid LTV License  
For Janitor: (i) Under Matric (ii) 2 – Years' experience

Please submit your CV's to The Head HR, at the address given below, latest by 13 July, 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  
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