

NATIONAL DISASTER RISK MANAGEMENT FUND (NDRMF)

CAREER OPPORTUNITIES

The NDRMF, a company set up under section 42 of the Companies Act, 2017 is a government owned not-for-profit Company (limited by guarantee). The objective of the 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 Islamabad based positions, NDRMF is looking for talented, experienced and highly motivated professionals:

Sr. #	Positions	Qualification & Experience
1	Executive Assistant (Media)	<ul style="list-style-type: none">✓ 14/16 years of education in Social Sciences/Mass Communication/Journalism from a recognized institute.✓ Excellent written and verbal skills in English/Urdu for preparation of high-quality reports and content for various purposes.✓ Creative thinking and problem solving skills.✓ Demonstrated interest and abilities in social media management, content writing, campaign development and brand management.✓ Demonstrated ability to take and edit high-quality photographs.✓ Proficiency in MS office and other basic IT Software.✓ Preference will be given to candidates having 02 to 04 years of relevant experience in a reputable and large public sector or private organization.
2	Project Accountant	<ul style="list-style-type: none">✓ ICMA (Inter) / CA (Inter) or Masters in Economics from recognized university.✓ Strong communication skills in English.✓ Proficiency in MS office and other basic IT Software.

For detailed TORs of the positions and applying procedure, kindly visit our website <https://www.ndrmf.pk/career-2/>.

Please submit your online application on prescribed form on the above given link which includes attachment of CV, education certificates , experience certificates, address, email and phone number, latest by 03rd October, 2019.

For any queries pertaining to application procedure, please make a call at
051-9108300 (Ext 716/717)