



**National Disaster Risk Management Fund**  
(A company set up under section 42 of the Companies Act 2017)  
**Making Pakistan Resilient**

**VACANCY ANNOUNCEMENT**

National Disaster Risk Management Fund (NDRMF) is a government-owned not-for-profit company, established under Section 42 of the Companies Act 2017. It provides grant financing for projects that contribute to enhancing Pakistan's resilience to climatic and other natural hazards and to strengthen the government's ability to quickly respond to disasters triggered by natural hazards.

NDRMF requires the services of vibrant & qualified professionals for following Islamabad based positions on performance based contract:

S #	Position	Required Qualification & Experience
1.	<b>General Manager – Projects &amp; Operations</b> (One position)	<b>Qualification:</b> Master's Degree in Climate Change, Disaster Management, Project Management, Finance, Economics, Civil or Environmental Engineering or related fields. <b>Experience:</b> (i) At least 16 years of relevant work experience with 05 years in senior management positions; (ii) good understanding of Disaster Risk Management and Disaster Risk Financing; (iii) good understanding of the GoP and Development partners' procedures; and (iv) experience in project management.
2.	<b>General Manager – Quality Assurance</b> (One position)	<b>Qualification:</b> Master's Degree in Climate Change, Disaster Management, Project Management, Finance, Economics, Civil or Environmental Engineering or related fields. <b>Experience:</b> (i) At least 16 years of relevant work experience with 05 years in senior level management positions; (ii) good understanding of Disaster Risk Management and Disaster Risk Financing; (iii) good understanding of the GoP and Development partners' procedures; and (iv) good understanding of quality assurance systems as well as Gender and Social Issues.
3.	<b>General Manager – Support Services</b> (One position)	<b>Qualification:</b> Master's Degree in HR, Public Administration, Economics or related fields. <b>Experience:</b> (i) At least 16-years of relevant work experience with 05-years in senior-level management positions; (ii) good understanding of Procurement, Administration, security aspects. Or (iii) In case of military officers applying for the post, he must be of the rank of a Brig/Equivalent, having qualified respective staff course and having minimum three years corporate experience.
4.	<b>Deputy Manager – Gender</b> (One position)	<b>Qualification:</b> Post-graduate Degree in Gender Studies, Social Sciences, International Development or Humanitarian Studies. <b>Experience:</b> (i) At least 08 years' work experience in the development sector with a focus on gender mainstreaming; (ii) Technical knowledge of gender and/or women empowerment approaches; (iii) Solid understanding of gender issues in disaster risk management (DRM); (iv) Hands on experience of gender mainstreaming at institutional and program levels; (v) Knowledge of principles of results-based management; (vi) Good understanding of government and development partner policies and priorities.

5.	<b>Deputy Manager - Monitoring &amp; Evaluation</b> (One position)	<b>Qualification:</b> Post-graduate Degree in social science, GIS/Remote Sensing, Geography, Anthropology or other relevant field <b>Experience:</b> (i) At least 08 Years' experience of working with state organization or development partners or INGO's. (ii) 05 Years' of professional experience in Monitoring, Evaluation and Accountability. (iii) Training in relevant field will be an asset. (iv) Experience of project management cycle, (v) extensive knowledge of results based management approach, (vi) extensive facilitation and capacity building skills, (vii) experience of working with partners and good understanding of partnership and rights-based approach.	
6.	<b>Deputy Manager - Legal &amp; Contracts</b> (One position)	<b>Qualification:</b> Must possess LLB from a reputable local or foreign institute. <b>Experience:</b> (i) At least 08 Years' of experience in drafting and managing contract agreements besides handling legal matters with Public/Private projects. (ii) Excellent knowledge of relevant rules and legislations of Public/Corporate Sector and Donor Agencies including International Contractual best practices.	
7.	<b>Executive Assistant</b> (Four positions) (CEO Secretariat x 1, Corporate Governance x 1, Quality Assurance Coordinator x 1, Front Desk Executive x 1)	<b>Qualification:</b> 14-years of Education in Business Administration, Finance, Commerce or Economics. <b>Experience:</b> (i) At least 04-years' relevant experience in a reputable and large public sector or private organization. (ii) Strong communication skills in English (iii) Proficiency in MS office and other basic IT Software.	
8.	<b>Support Staff</b> (Three positions) (Sweeper/Janitor x 2, Driver x 1)	<b>For Driver:</b> <b>Qualification:</b> Matriculation, <b>Experience:</b> At least 05-Years' Experience with valid LTV License	<b>For Sweeper/Janitor:</b> <b>Qualification:</b> Under Matriculation, <b>Experience:</b> At least 02-Years' Experience

**Terms & Conditions:**

- (i) To apply for above positions, the Minimum Age is eighteen (18) years and Maximum Age is fifty seven (57) years.
- (ii) Applicants **MUST** apply **ONLINE** using an Application Form, available at [www.ndrmf.pk](http://www.ndrmf.pk) "Career Section" by entering the required credentials on the online application form and attaching scanned copies of their CV, CNIC, educational & experience certificates, latest by **28<sup>th</sup> January 2022** before closing of office hours i.e. 1700 hours. No need to send hardcopy of CV and documents.
- (iii) Incomplete applications and/or applications received after the closing date & time will not be entertained and no claim whatsoever thereof will be acceptable.
- (iv) Age, Qualification and Experience etc., will be counted from the date of submission of applications. Experience, gained after attaining the required degree of qualification, shall only be considered & evaluated. Any experience gained for attaining the required qualification/degree, shall not be considered. Also, Part-time, honorary, apprentice and internee positions will not be considered/counted as experience.
- (v) All candidates (except the positions of Support Staff) **MUST** have Higher Education Commission Verified/Equivalent Qualifications. Foreign qualified candidates must submit equivalence certificate(s) from Higher Education Commission. A selected candidate shall be required to submit HEC Verified Degree(s) before entering into employment, upon selection.
- (vi) Candidates shall be required to produce all original documents at the time of interview.
- (vii) Only shorted listed candidates shall be called for test/interview after complete scrutiny of applications. For physical test/Interview, a candidate must be fully vaccinated against Covid-19. A certificate to this effect will be required. No TA/DA shall be admissible for test/ interview. A face to face interaction virtually through audio/video, may be opted therefore, applicants are requested to ensure that they have provided updated contact details.
- (viii) NDRMF offers competitive remuneration and benefits package. Actual appointment salary will be based on NDRMF's standards and computation, taking into account the selected individual's qualifications and experience.
- (ix) Candidates already in Government/Semi-government Organization/Autonomous Bodies & Corporations, should apply through proper channel with NOC of the respective department issued on its letter head. Also, if such candidate gets selected, s/he shall be offered the position through contract agreement.
- (x) Employment at NDRMF shall be on whole time basis and the selected candidate shall not be allowed to directly or indirectly engage in any other business, occupation or profession of any kind. For the position

of Deputy Manager – Legal & Contracts, the selected candidate shall also not be allowed to do any private practice.

- (xi) An applicant, having any actual, perceived and/or potential personal and/or professional, conflict of interest/conflicting employment relationship, with regards to the business of the company as well as applying at the position(s) of NDRMF **MUST** disclose during the application process failing which s/he may stand disqualified at any stage.
- (xii) Company has zero tolerance policy about use of alcohol and drugs besides criminal background. Candidates dismissed/terminated from any organization or having criminal record shall not be eligible.
- (xiii) The applications submitted by a candidate will be at the risk and cost of the applicant. Any information found bogus at any stage, during the induction or later in service, will result in termination of the candidature or employment thereof.
- (xiv) The appointment will be made subject to fulfillment of all codal/legal/administrative formalities.
- (xv) We are an equal opportunity employer; female candidates are strongly encouraged to apply.
- (xvi) The Company has the right to defer or cancel the recruitment process of any position(s), at any stage, without assigning any reason.

**HEAD OF HUMAN RESOURCES**

National Disaster Risk Management Fund

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