



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

TEMPORARY 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 a contingent staff for following Islamabad based position on fixed 06 months' contract:

S #	Position	Required Qualification & Experience (TORs available on website www.ndrmf.pk "Career Section")
1.	Media Assistant (One position – fixed 06 Months) Age limit: 18 to 35 years	Qualification: Minimum Bachelor's degree in a relevant field (e.g. social sciences/Mass Communication/Journalism from a recognized institute). Experience: (i) Demonstrated interest and abilities in social media management, content writing, campaign development and brand management (ii) Experience in the use of relevant computer applications and software. (iii) Demonstrated ability to take and edit high-quality photographs. (iv) Excellent written and verbal skills in English/Urdu for preparation of high-quality reports and content for various purposes. (v) Creative thinking and problem solving skills.

Terms & Conditions:

- (i) Interested candidates **MUST** apply ONLINE using an Application Form, available at "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 **24th March, 2024** before closing of office hours i.e. 1700 hours. No need to send hardcopy of CV and documents.
- (ii) Only shortlisted candidates will be contacted for further evaluation and interviews.
- (iii) All candidates 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
- (iv) NDRMF is an equal opportunity employer and encourages applications from qualified individuals regardless of gender, age, disability status.
- (v) NDRMF 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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