



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 position on performance based contract:

| S # | Position | Required Qualification & Experience (TORs available on website www.ndrmf.pk "Career Section") |
|-----|---|---|
| 1. | Executive Assistant-Front Desk Executive (One position) | Qualification: 14-years of Education in Business Administration, Finance, Commerce or Economics. Experience: (i) 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. |

Terms & Conditions:

- (i) To apply for above positions, maximum Age is fifty-seven (57) years.
- (ii) Applicants **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 **05th June, 2024** 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) 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.
- (v) Only shortlisted candidates shall be called for test/interview after complete scrutiny of applications.
- (vi) We are an equal opportunity employer; female candidates are strongly encouraged to apply.
- (vii) 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.

HEAD OF HUMAN RESOURCES

National Disaster Risk Management Fund
05th Floor, EOBI House, Service Road South, G-10 Mauve Area, Sector G-10/4, Islamabad
Website: www.ndrmf.pk Tel: 051-9108300