



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

**TEMPORARY VACANCIES 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 services of young, vibrant & qualified students/professionals for following Islamabad based positions.

Sr.#	Position	For detailed application procedure and Criteria visit website <a href="http://www.ndrmf.pk">www.ndrmf.pk</a> "Career Section")
1.	<p align="center"><b>NDRMF            INTERNSHIP            PROGRAM 2024-25</b>            (3 Months)            (Remote &amp; On-Site)</p>	<p>Interested applicants may apply by filling out an "Internship Request Form" available at the "Career Section" of NDRMF's website <a href="https://www.ndrmf.pk">https://www.ndrmf.pk</a>. NDRMF will keep a record of the internship applications received throughout the year and place the applicants in suitable disciplines as per need basis subject to clearing all codal formalities.</p> <p><b>Age:</b> Minimum age for applying is 18 years and maximum age is 28 years.</p> <p><b>For On-Site Interns:</b></p> <p>a) Students must be pursuing a minimum of a bachelor's degree preferably in Disaster &amp; Risk Management, Environmental Science, Project Finance GIS, &amp; Remote Sensing, Project Management, Social Sciences including Economics, Disaster Economics and Development Studies.</p> <p>b) Resident of Islamabad/Rawalpindi or willing to relocate to Islamabad for the entire duration of internship.</p> <p>c) On-Site Interns will be required to commit to 40 hours per week.</p> <p>d) Preference will be given to candidates having prior internship experience in large &amp; reputed organizations of public/development sector.</p> <p><b>For Remote Interns;</b></p> <p>a) Students must be pursuing a minimum of a bachelor's degree preferably in Disaster &amp; Risk Management, Environmental Science, Project Finance GIS, &amp; Remote Sensing, Project Management, Social Sciences including Economics, Disaster Economics and Development Studies.</p> <p>b) Must be from remote areas of Pakistan.</p> <p>c) Must have access to a reliable internet connection to participate in remote activities.</p> <p>d) Remote Interns will be required to commit to 15-20 hours per week.</p>
2.	<p><b>Research Analyst -            Climate Change</b>            (1 x position – 06            Months maximum)</p>	<p><b>Qualification:</b> Minimum Bachelor's degree in a relevant field (e.g., environmental studies, disaster management, economics, social sciences).</p> <p><b>Experience:</b> Strong research and analytical skills with a demonstrated ability to conduct literature reviews and data analysis.</p>

	<p><b>Age:</b> The minimum age for applying is 18 years and maximum age is 35 years.</p>
<p>i. ii. iii. iv. v.</p>	<p>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 forms and attaching scanned copies of their CV, CNIC, educational &amp; experience certificates, latest by 16<sup>th</sup> August 2024 before closing of office hours i.e. 1700 hours.</p> <p>No need to send hardcopy of CV and documents. Only shortlisted candidates will be contacted for further evaluation and interviews. All candidates must have Higher Education Commission Verified/Equivalent Qualifications.</p> <p>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.</p> <p>NDRMF is an equal opportunity employer and encourages applications from qualified individuals regardless of gender, age, disability status.</p> <p>NDRMF has the right to defer or cancel the recruitment process of any position(s), at any stage, without assigning any reason.</p>
<p style="text-align: center;"><b>HEAD OF HUMAN RESOURCES</b>  National Disaster Risk Management Fund  05<sup>th</sup> Floor, EOBI House, Service Road South, G-10 Mauve Area, Sector G-10/4, Islamabad  Website: www.ndrmf.pk Tel: 051-9108300</p>	