



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 professional for following Islamabad based position on performance based contract:

S #	Position	Qualification, Experience & Age
1.	Corporate Governance Executive (Executive Assistant) (One position)	Qualification: Minimum Bachelor degree (16 years of education) in social or management sciences from Higher Education Commission recognized institution. Experience: Minimum of 02-03 years of relevant experience in a corporate/legal environment, with a focus on executive office administration, meeting coordination, documenting minutes' sheets of Board Meetings. along with official calls handling. Knowledge of Company laws, Corporate Governance, and Compliance practices is preferred. Age: Maximum age for applying is 57 years.

Application Procedure:

- (i) **For detailed Job Description (TORs);** 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 **25th August, 2024** before closing of office hours i.e. 1700 hours. No need to send hardcopy of CV and documents.
- (ii) Incomplete applications and/or applications received after the closing date & time will not be entertained and no claim whatsoever thereof will be acceptable.
- (iii) Age, Qualification and Experience etc., will be counted from the date of submission of applications. Part-time, honorary, apprentice and internee positions will not be considered/counted as experience.
- (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) Candidates shall be required to produce all original documents at the time of interview.
- (vi) Only shorted listed candidates shall be called for test/interview after complete scrutiny of applications.
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) NDRMF is an equal opportunity employer; female candidates and differently abled persons are strongly encouraged to apply.
- (xi) NDRMF has the right to defer or cancel the recruitment process of any position(s), at any stage, without assigning any reason.
- (xii) 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

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