



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

**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 the services of vibrant & qualified professional's for following Islamabad based position's on performance based contract:

Sr.#	Position	Required Qualification & Experience (TORs available on website <a href="http://www.ndrmf.pk">www.ndrmf.pk</a> "Career Section")
1.	<p align="center"><b>Manager Disaster Risk Financing</b>            (One position)            Maximum Age: 57 years</p>	<p><i>The Manager will lead the work and mandate of NDRMF for implementing the "National DRF Strategy" and will be responsible for coordinating all stakeholders, leading research and development relating to develop &amp; design of different Disaster Financing Instruments, review of policies &amp; aligning developments of instruments accordingly.</i></p> <p><b>Qualification:</b> Minimum 16 Years of Education in Finance, Economics, Business Administration, Risk Management or a related field of study.</p> <p><b>Experience:</b> Minimum 07 years of professional experience with 03-05 years of specific experience in disaster risk financing, financial management, climate finance or a similar role, preferably in the fields of disaster risk management, climate change, or development sectors.</p> <p><b>(For Detailed TOR's please visit <a href="http://www.ndrmf.pk/careers">www.ndrmf.pk/careers</a>).</b></p>
2.	<p align="center"><b>Manager Project Preparation Facility</b>            (One position)            Maximum Age: 57 years</p>	<p><i>The PPF aims to fully operationalize the mandated goals and objectives of NDRMF by providing the requisite methodological, technical and practical capacities through institutional strengthening of the partners with a view to enable them in designing and implementing feasible and bankable project pipeline.</i></p> <p><b>Qualification:</b> A Master's degree in Project Management, Business Administration, Environmental Science/Engineering, or a related field. A PhD or other advanced degrees will be an added advantage.</p> <p><b>Experience:</b> At least 07 years of professional experience with 3-5 years' of experience in project preparation, project management, or a similar role, preferably in the fields of disaster risk management, climate change, or development sectors.</p> <p><b>(For Detailed TOR's please visit <a href="http://www.ndrmf.pk/careers">www.ndrmf.pk/careers</a>).</b></p>
3.	<p align="center"><b>Manager Stakeholder and Donor Coordination</b>            (One position)            Maximum Age: 57 years</p>	<p><i>The Manager Stakeholder/Donor Coordination will be responsible for managing and strengthening relationships with NDRMF's key stakeholders, including donors, government agencies, international organizations, and other partners.</i></p> <p><b>Qualification:</b> A Master's degree in International Relations, Development Studies, Public Administration, or a related field. A PhD or other advanced degrees will be an added advantage.</p> <p><b>Experience:</b> At least 07 years of professional experience with 03-05 years' experience in donor coordination, stakeholder engagement, or partnership management roles, preferably in the disaster risk management or development sector.</p> <p><b>(For Detailed TOR's please visit <a href="http://www.ndrmf.pk/careers">www.ndrmf.pk/careers</a>).</b></p>
4.	<p align="center"><b>Manager Monitoring &amp; Reporting</b>            (One position)            Maximum Age: 57 years</p>	<p><i>The Manager Monitoring &amp; Reporting (M&amp;R) will be responsible for leading the monitoring and reporting functions within the NDRMF. This role involves overseeing the collection, analysis, and dissemination of data related to the performance of the Fund's programs and initiatives.</i></p> <p><b>Qualification:</b> A Master's degree in Monitoring &amp; Evaluation, Business Administration, Development Studies, Social Sciences, or a related field.</p>

	<p><b>Experience:</b> At least 07 years of professional experience with 03-05 years in monitoring and reporting roles, preferably in disaster risk management or development sectors. <i>(For Detailed TOR's please visit <a href="http://www.ndrmf.pk/careers">www.ndrmf.pk/careers</a>).</i></p>
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**Terms & Conditions:**

- (i) **For detailed Job Description (TORs);** 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 **29<sup>th</sup> September, 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) The appointment will be made subject to fulfillment of all codal/legal/administrative formalities.
- (xi) NDRMF is an equal opportunity employer; female candidates are strongly encouraged to apply.
- (xii) NDRMF has the right to defer or cancel the recruitment process of any position(s), at any stage, without assigning any reason.
- (xiii) 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

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