



**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 the services of vibrant & qualified contingent staff (temporary basis) for following Islamabad based positions on 06 month's contract:

S #	Position	Required Qualification & Experience (TORs available on website <a href="http://www.ndrmf.pk">www.ndrmf.pk</a> "Career Section")
1.	<b>Research Analyst – Project Preparation Facility</b> (Two positions)	<b>Qualification:</b> A master's degree or relevant advanced degree in a social science field, in public policy, public administration, economics, finance, business administration, and management or in project management and program development. <b>Experience:</b> Minimum Two to three years of working experience, preferably in the development sector. Strong analytical skills with proficiency in data analysis and presentation. Excellent written and verbal communication skills. <b>Age:</b> The minimum age for applying is 18 years and maximum age is 35 years.
2.	<b>Research Analyst – Climate Change</b> (Two positions)	<b>Qualification:</b> Minimum bachelor's degree in a relevant field (e.g., environmental studies, disaster management, economics, social sciences). <b>Experience:</b> Strong research and analytical skills with a demonstrated ability to conduct literature reviews and data analysis. <b>Age:</b> The minimum age for applying is 18 years and maximum age is 35 years.
3.	<b>Media Assistant</b> (Two positions)	<b>Qualification:</b> Minimum 16 years of education in a relevant field (e.g. social sciences/Mass Communication/Journalism from a recognized institute). Fresh Graduates are strongly encouraged to apply with the required skillsets. <b>Experience:</b> Demonstrated experience of Two to Three years working with Adobe Creative Suite (Photoshop, Illustrator, InDesign, XD, Premiere Pro, etc.) and other graphic design tools. <b>Age:</b> The minimum age for applying is 18 years and maximum age is 35 years.
4.	<b>GIS Developer / Modeling Expert - NatCat Data Center</b> (One position)	<b>Qualification:</b> BS/MS in Geoinformatics, Computer Science, GIS Development and programming and related fields. <b>Experience:</b> (i) Minimum Two years of post-graduation and Three years' overall experience with demonstration of minimum Five landmark national and international projects of similar nature. (ii) Expert in developing intuitive user interfaces and interactive visualizations for the dashboard using WebGIS technologies, such as JavaScript libraries (e.g., Node, Leaflet, Open Layers), mapping third-party APIs (e.g., Google Maps API), and data visualization tools (e.g., D3.js, Chart.js)

**Terms & Conditions:**

- (i) For detailed TOR's, please visit [www.ndrmf.pk/careers](http://www.ndrmf.pk/careers).
- (ii) 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 **06<sup>th</sup> May, 2025** 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.

**HEAD OF HUMAN RESOURCES**

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