



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 www.ndrmf.pk "Career Section")
1.	Research Analyst – Monitoring & Evaluation (Two positions)	Qualification: Master's degree in economics, Statistics, Development Studies, Project Management, Public Policy, Social Sciences, or a related field. Experience: Candidates having a minimum of 2 years of relevant professional experience in project management, monitoring & evaluation, or data analytics roles will be preferred. Familiarity with risk management, development, disaster risk management, or climate change sectors is desirable. Strong analytical and quantitative skills, including use of Excel, Power BI, knowledge of Kobo Toolbox or statistical software (SPSS, STATA). Age: The minimum age for applying is 18 years and maximum age is 35 years.

Terms & Conditions:

- (i) For detailed TOR's, please visit www.ndrmf.pk/careers.
- (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 **01st June, 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
05th Floor, EOBI House, Service Road South, G-10 Mauve Area, Sector G-10/4, Islamabad
Website: www.ndrmf.pk Tel: 051-9108300