



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

TEMPORARY VACANCY ANNOUNCEMENT

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

S #	Position	Required Qualification & Experience (TORs available on website www.ndrmf.pk "Career Section")
1.	Capacity Building & Outreach Expert (One position)	<p>Qualification: Advanced degree (Master's or higher) in Disaster Risk Management, Environmental Sciences, Environmental Physics, Environmental geography, Geoinformatics, Public Policy, or a related field.</p> <p>Experience: Minimum 7 years of relevant professional experience, including at least 3 years in training, capacity building, or knowledge management roles. Proven expertise in disaster risk modeling, hazard mapping, risk communication, or related technical fields. Familiarity with geospatial tools (e.g., ArcGIS, QGIS), risk models, and climate/disaster data systems is highly desirable. Demonstrated ability to engage and communicate with a wide range of stakeholders, including academia, public and private sectors, and international organizations.</p> <p>Age: The minimum age for applying is 18 years and maximum age is 57 years.</p>

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 **23rd July, 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