



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

**VACANCY ANNOUNCEMENT**

NDRMF requires the services of vibrant & qualified professional for following Islamabad position based 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.	<b>Manager, Knowledge Management</b> (One position) Maximum Age: 57 years	<b>Qualification:</b> A Master's degree in Knowledge Management, Information Science, Library Science, International Relations, media and communication sciences, social sciences or a related field. A PhD or other advanced degrees will be an added advantage. <b>Experience:</b> At least 8-10 years of relevant experience in knowledge management, information management, learning & development, media & communication or a similar role, preferably in the fields of disaster risk management, climate change, or development sectors. (For Detailed TOR's please visit <a href="http://www.ndrmf.pk/careers">www.ndrmf.pk/careers</a> ).

**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 **10<sup>th</sup> October 2025** before closing of office hours i.e. 1700 hours. No need to send hard copies 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 employment, upon selection.
- (v) NDRMF offers competitive remuneration and benefits package. Actual appointment salary will be based on NDRMF's standards and computation, considering the selected individual's qualifications and experience.
- (vi) The applications submitted by a candidate will be at 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.
- (vii) The appointment will be made subject to fulfillment of all codal/legal/administrative formalities.
- (viii) NDRMF is an equal opportunity employer; female candidates are strongly encouraged to apply.
- (ix) NDRMF has the right to defer or cancel the recruitment process of any position(s), at any stage, without assigning any reason.
- (x) 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

05th 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