



National Disaster Risk Management Fund

A company set up under section 42 of the Companies Act, 2017

“ANNEX- C”

JOB DESCRIPTION **CHIEF EXECUTIVE OFFICER** **NATIONAL DISASTER RISK MANAGEMENT FUND**

SCOPE OF WORK:

The Chief Executive Officer (CEO), hired for a fixed (non-extendable) term of three years, as a full-time employee, will provide strategic leadership, overall management and operational oversight of the National Disaster Risk Management Fund (NDRMF). He/ She shall be responsible for ensuring the financial and other resources effective mobilization, utilization, sustainability and impact in strengthening Pakistan's resilience against natural hazards and climate-induced disasters.

JOB RESPONSIBILITIES:

The Chief Executive Officer, NDRMF shall be responsible for the tasks which includes but not limited to the following:

- I. The CEO shall be responsible for the management of NDRMF and for its procedures in financial and other matters under delegation from the Board and subject to the oversight and directions of the Board from time to time.
- II. He/ She shall also ensure the proper implementation of all strategies, business plans and the policies approved by the Board from time to time.
- III. He/ She shall be responsible for putting in place appropriate arrangements to ensure that NDRMF's funds and resources are properly safeguarded and are used economically, efficiently and effectively and in accordance with the NDRMF's annual Business Plan duly approved by the Board in accordance with the primary objective and all statutory obligations of the NDRMF.
- IV. Lead and direct the management team, oversee, projects, finance, accounts, audit, procurement, human resource management and administration functions, ensuring compliance with internal controls, business plan and Board-approved policies in financial and other matters.
- V. Ensure effective planning, implementation, monitoring and reporting to all stakeholders regarding all interventions and projects funded by NDRMF.
- VI. To ensure effective and efficient mobilization and management of financial resources including investment of Endowment and other Funds available in NDRMF in accordance with approved policies, safeguarding profitability, efficiency, transparency, accountability and sustainability of the NDRMF.
- VII. Oversee accreditation of Fund Implementation Partners (FIPs) and ensure due diligence while appraising projects and interventions as per the approved policies of NDRMF. Further,



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recommend and propose the Board to approve amendments in the existing policies for the continuous improvements in the accreditation and appraisal processes.

- VIII. Ensure that all investments, grants and disbursements are aligned with applicable national policies as well as international commitments updated from time to time.
- IX. To develop and implement a comprehensive strategy for fund generation and resource mobilization from national and international bilateral, multilateral, private sector, philanthropic and other development partners.
- X. To strengthen relationships with the Government of Pakistan, Provincial Governments, Relevant Ministries, Development Partners and all other Stakeholders to secure financial commitments for the sustainability of NDRMF.
- XI. Position NDRMF as a credible national partner of choice for climate finance, disaster risk reduction and resilience-building initiatives.
- XII. To ensure strict adherence to the provisions of all applicable laws, rules, regulations, policies, procedures, guidelines, SROs, policy instructions of the Government of Pakistan, Memorandum and Articles of Association including all Policies of NDRMF duly approved by the Board of Directors, from time to time.
- XIII. Any other task assigned by the Board of Directors

ACCOUNTABILITY & PERFORMANCE MANAGEMENT

- I. To ensure robust accountability frameworks, monitoring systems and reporting mechanisms, transparency, efficiency and effectiveness in NDRMF operations.
- II. Report quarterly to the Board on organizational performance, portfolio, financial status / health, donor engagement and project outcomes against approved business plan of NDRMF.
- III. Promote a culture of ethical conduct, integrity and results orientation within NDRMF.

REPORTING:

The Chief Executive Officer shall report directly to the Board of Directors (BOD).