



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

VACANCIES ANNOUNCEMENT

NDRMF requires the services of vibrant & qualified professional for following Islamabad based positions:

Sr.#	Position	Required Qualification & Experience (TORs available on website www.ndrmf.pk "Career Section")
1.	Assistant Company Secretary (Assistant Manager) (One position) Maximum Age: 35 years Tenure: 3 years – extendable on satisfactory performance	Qualification: Bachelor's degree in Law, Business Administration, Management, Social Sciences, Communications, Public Administration, Corporate Governance, Finance, or a related field. Experience: Minimum 3–5 years of relevant experience in corporate secretarial functions, governance, or compliance. Experience in public sector organizations, development sector, private sector or financial institutions will be an advantage.
2.	Corporate Governance Executive (Executive Assistant) (One position) Maximum Age: 30 years Tenure: 3 years – extendable on satisfactory performance	Qualification: Minimum bachelor's degree in business administration, Management, Social Sciences, Communications, Public Administration, law or any related field. Master's degree will be considered an advantage but is not mandatory. Experience: Minimum 2–3 years of relevant experience in executive assistance, administration, or coordination roles. Knowledge of company laws, corporate governance, and compliance practices is preferred. Experience in development sector, donor-funded projects, or corporate environment will be an added advantage
3.	Research Associate – Executive Coordination & Research (One position) Maximum Age: 30 years Tenure: Temporary/Contingent for 06 months	Qualification: Minimum 16 years of education in Economics, Development Studies, Public Policy, Business Administration or related field. Experience: 2–3 years of relevant experience (fresh candidates with strong academic background may apply)

(For Detailed TOR's please visit www.ndrmf.pk/careers).

Terms & Conditions:

- (i) **For detailed Job Description (TORs);** 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 **03rd May, 2026** 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

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Website: www.ndrmf.pk Tel: 051-9108300