



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

TEMPORARY VACANCY ANNOUNCEMENT

NDRMF invites applications from qualified professionals for the following Islamabad-based position on a temporary contract for six (06) months:

Sr.#	Positions	Required Qualification & Experience (TORs available on website www.ndrmf.pk "Career Section")
1.	Financial Reporting Specialist (One position) Maximum Age: 35 years Tenure: Temporary/Contingent for 06 months	Qualification & Experience: (i) Chartered Management Accountant/Chartered Accountant/ACCA Qualified or MBA (Finance) from a HEC recognized university. (ii) Minimum of 4 years of relevant professional experience in a reputable chartered accountant firm, large public or private sector organization, experience with Big 4 CA firms will be an added advantage. Strong verbal and written communication skills in English. Expertise in SAP FICO module management will be an added advantage.

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, no later than **28th July 2026**—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 the Higher Education Commission. A selected candidate shall be required to submit HEC Verified Degree(s) before entering employment, upon selection.
- (v) Salary and benefits will be offered as per NDRMF's standards, based on qualifications and experience.
- (vi) Any false information at any stage will lead to disqualification or termination.
- (vii) The appointment will be made subject to fulfillment of all codal/legal/administrative formalities.
- (viii) NDRMF is an equal opportunity employer; females are strongly encouraged to apply.
- (ix) NDRMF reserves the right to cancel or defer recruitment at any stage without notice.
- (x) Employment is full-time; outside business or professional engagement is not permitted

HEAD OF HUMAN RESOURCES

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