



JulyOriginalJulyNational 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 and qualified professionals for the following Islamabad-based positions on a performance-based contract:

Sr.#	Positions	Required Qualification & Experience (TORs available on website www.ndrmf.pk "Career Section")
1.	Chief Internal Auditor (One position) Maximum Age: 57 years	The Chief Internal Auditor heads NDRMF's internal audit function and provides the Board and the Audit & Finance Committee with objective, evidence-based assurance on the adequacy of governance, risk management, and internal control systems, in line with the SOE Act, 2023 and the NDRMF Internal Audit Charter. The Chief Internal Auditor reports functionally to the Audit & Finance Committee and the Board of Directors to safeguard independence, and administratively to the CEO. Qualification & Experience: Member of a recognized body of professional accountants with a qualification such as CA, CPA, ACMA, or MBA (Finance) from a reputed local or international university/institute, along with 15 years of professional experience, including at least 5 years of relevant experience in auditing and risk management, designing internal control procedures, and ensuring effective compliance and financial reliability in the public/private sector, with an understanding of governance, risks, and risk controls, especially in SOEs or public sector projects.
2.	Deputy Manager Gender & Development (One position) Maximum Age: 57 years	The Deputy Manager – Gender & Development manages NDRMF's Gender & Development (GAD) function and leads gender mainstreaming across institutional operations and the project portfolio. The position is responsible for implementing the approved GAD Policy and Strategy, ensuring the effective integration of gender safeguards throughout the project cycle, and maintaining compliance with applicable policies, institutional requirements, and international good practices. Qualification: Master's degree in Gender Studies, Social Sciences, Development Studies, Humanitarian Affairs, or a relevant discipline with a focus on gender and safeguards. Experience: Minimum 8 years of professional experience in the development sector, with at least 5 years specifically focused on gender mainstreaming in alignment with donor safeguard frameworks such as the World Bank ESF and ADB SPS. Proven experience in designing and implementing gender action plans, conducting gender analysis, and monitoring safeguards compliance in DRM or climate resilience projects is required. A solid understanding of international development partner frameworks, gender safeguard requirements, and ESG risk mitigation is essential.

Terms & Conditions:

- (i) Applicants must apply online through the NDRMF Career Portal by completing the application form and uploading their CV, CNIC, educational certificates, and experience certificates by **02nd August 2026**. Hard copies are not required. **For detailed TORs, please visit www.ndrmf.pk/career/.**
- (ii) For the Chief Internal Auditor position, the candidate must meet the Fit & Proper Criteria under Schedule-IV of the SOE Act, 2023, submit a conflict-of-interest declaration before appointment, and have academic and professional credentials verified through HEC or the relevant professional body within 90 days of appointment. The appointment will be made by the Board on the recommendation of the Audit & Finance Committee, in accordance with the SOE C-Level Appointments Guidelines, 2024.
- (iii) Incomplete or late applications will not be entertained.
- (iv) Age, qualification, and experience will be calculated as of the application submission date. Only full-time experience will be considered.
- (v) All degrees must be HEC-verified/equivalent; foreign degrees require HEC equivalence certificates. Selected candidates must provide verified degrees before joining.
- (vi) Only shortlisted candidates will be contacted for test/interview after scrutiny.
- (vii) Salary and benefits will be offered as per NDRMF's standards, based on qualifications and experience.
- (viii) Any false information at any stage will lead to disqualification or termination.
- (ix) Appointment is subject to completion of legal and administrative requirements.
- (x) NDRMF is an equal opportunity employer; females are strongly encouraged to apply.
- (xi) NDRMF reserves the right to cancel or defer recruitment at any stage without notice.
- (xii) Employment is full-time; outside business or professional engagement is not permitted.

HEAD OF HUMAN RESOURCES

National Disaster Risk Management Fund

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