



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 Manager Internal Audit (One position) Maximum age: 40 years Tenure: 3 years – extendable on satisfactory performance	Qualification: ICMA / CA (Inter) / ACCA (Qualified) or MBA (Finance) from recognized university. b) Preference will be given to candidates who have completed articles from big four accountancy firms Experience: a) 4 years of relevant post-qualification experience in internal audit, external audit, risk management or financial control within corporate, public sector or donor-funded organizations. b) Excellent communication, MS Office and interpersonal skills to collaborate effectively with internal teams, external auditors and regulatory authorities.
2.	Internal Audit Coordinator (One position) Maximum age: 35 years Tenure: 3 years – extendable on satisfactory performance	Qualification: a) 14-years of education in Business Administration, Finance, Commerce or Economics from an HEC-recognized university or institution. b) Candidates who have passed the Applied Skills level of ACCA, ICAP CAF stage, or ICMA Managerial stage are also eligible. Experience: a) Minimum 2–3 years of relevant experience in executive assistance, administration, or coordination roles. b) Strong communication skills in English. c) Proficiency in MS Office and other basic IT software.
3.	Quality Assurance Coordinator (One position) Maximum age: 40 years Tenure: 3 years – extendable on satisfactory performance	Qualification: a) Minimum 14–16 years of education from an HEC-recognized university or institution. (b) Candidates holding a full 16 years of education (Master's degree) in Business Administration, Public Administration or a related discipline will be given an added advantage. (c) A professional diploma or certification in Office Administration and Management or a related discipline, will be considered an added advantage. Experience: (a) Minimum 2-4 years of relevant experience in administrative support, coordination or front-office/protocol functions. (b) Candidates with extended experience in corporate executive secretariats, public sector coordination or administrative and logistics support to development or donor-funded programmes will be given an added advantage.

(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 **21st October, 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 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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