



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 positions on temporary contracts:

Sr.#	Positions	Required Qualification & Experience (TORs available on website www.ndrmf.pk "Career Section")
1.	Resource Person – Resilient Design (One position) Maximum Age: 30 years Tenure: 03 months Work Methodology: Remote (attend the meetings or discussions on site when needed).	Qualification: (I) Bachelor's degree in architecture, Designing, Urban and Regional Planning or an equivalent professional qualification in architectural or urban design. Experience: (I) Minimum two (2) years of professional experience in architectural design and technical documentation. (ii) Demonstrated experience in preparing complete architectural drawing sets and technical specifications. (iii) Experience with a development partner, donor-funded programme or public sector institution will be considered an asset. (iv) Prior work in climate-sensitive, low-cost or vernacular construction, or in applied research and case study preparation, will be considered an asset.
2.	Research Associate – Executive Coordination & Research (One position) Maximum Age: 30 years Tenure: 06 months Location: Islamabad	Qualification: (I) Minimum 16 years of education in Economics, Development Studies, PCS, Public Policy, Business Administration or related field. Experience: (I) 2–3 years of relevant experience (fresh candidates with strong academic background may apply). (ii) Demonstrated ability to gather, structure, and interpret complex data to inform evidence-based decision-making. (iii) Experienced in conducting background research, thematic literature reviews, and trend analyses in the development sector. (iv) Capable of synthesizing multi-source qualitative and quantitative information into actionable insights and strategic recommendations.
3.	Research Associate – Disaster Risk Financing (DRF) & Project Preparation Facility (PPF) (One position) Maximum Age: 30 years Tenure: 06 months Location: Islamabad	Qualification: (I) Bachelor's or master's degree in Environment, Economics, Finance, Development Studies, Business Administration, or a related field. Experience: (I) Fresh candidates with a strong academic background are encouraged to apply (relevant experience will be an advantage). (ii) Understanding of subject analysis and project development processes is desirable. (iii) Strong organizational, coordination, and documentation skills. (iv) Proficiency in MS Office, particularly Excel and PowerPoint.

Terms & Conditions:

- (i) Applicants **must apply online** through the Application Form available at www.ndrmf.pk/career/ by completing the online application form and uploading scanned copies of their **CV, CNIC, educational and experience certificates** on or before **20th October, 2026**. Hard copies of the application or supporting documents will not be accepted.
- (ii) For more details, visit the website

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