



**GOVERNMENT OF SINDH  
PROVINCIAL DISASTER MANAGEMENT AUTHORITY  
REHABILITATION DEPARTMENT**



**VACANCY ANNOUNCEMENT**

Applications are invited from eligible candidates holding domicile of Sindh Province for various vacant positions in the Provincial Disaster Management Authority (PDMA). The appointments will be made on contract basis for the establishment of the Disaster Risk Reduction (DRR) Wing, the Provincial Emergency Operations Center (PEOC) at PDMA Head Office, and District Disaster Risk Management Units (DDRMUs) in three pilot districts i.e. Thatta, Jamshoro and Nausheroferoz.

No	Position Name	Qualification / Experience	# of Posts	AGE MAX
1.	<b>Planning &amp; Development Specialist</b>	<p><b>Qualification:</b> Master's degree from recognized university in any of the following areas: Disaster Risk Management, Public Policy, Development Studies, Urban &amp; Regional Planning, Environmental Policy, Economics (with specialization in Development or Public Sector Planning), Project Planning &amp; Management, Sustainable Development, Public Administration, or business administration.</p> <p><b>Experience:</b> Minimum of 8 years of progressive experience, with at least 4 years in lead role in the field of studies.</p>	01	<b>50 years</b>
2.	<b>Institutional Development Specialist</b>	<p><b>Qualification:</b> Master's in Public Administration (MPA), MS/MPhil in Management Sciences, Development Studies, Organizational Development, Project Management, HRM, Human Resource Development.</p> <p><b>Experience:</b> Minimum of 8 years of progressive experience, with at least 4 years in lead role in the field of studies</p>	01	<b>50 years</b>
3.	<b>Geospatial and Data Analyst Expert</b>	<p><b>Qualification:</b> Master's degree from recognized university in any of the following areas: Geoinformatics, Geography, GIS &amp; Remote Sensing, Space Science &amp; Technology, Environmental Science, Data Sciences, or related fields.</p> <p><b>Experience:</b> Minimum of 8 years of progressive experience, with at least 4 years in lead role in the field of studies At least 3 years' experience in GIS related software is mandatory.</p>	01	<b>50 years</b>
4.	<b>Full Stack Developer</b>	<p><b>Qualification:</b> Bachelor's degree in computer science, Software Engineering, Information Technology</p> <p><b>Experience:</b> Minimum of 7 years of progressive experience, with at least 4 years in lead role in the field of studies</p>	01	<b>45 years</b>
5.	<b>Climate Change &amp; Environment Specialist</b>	<p><b>Qualification:</b> Master's degree in Climate Science, Environmental Management, Disaster Risk Management, Sustainability Studies, Social Sciences, or a related field</p> <p><b>Experience:</b> Minimum of 6 years of progressive experience, with at least 4 years in lead role in the field of studies</p>	01	<b>50 years</b>
6.	<b>Anticipatory Action Specialist</b>	<p><b>Qualification:</b> Master's degree in Disaster Risk Reduction, Climate Science, Meteorology, Emergency Management, or related fields.</p> <p><b>Experience:</b> Minimum of 6 years of progressive experience, with at least 4 years in lead role in the field of studies relevant experience in GIS/Remote</p>	01	<b>50 years</b>

No	Position Name	Qualification / Experience	# of Posts	AGE MAX
		Sensing, early warning systems, anticipatory action, or forecast-based financing would be preferred.		
7.	<b>Community Engagement, Gender &amp; Social Inclusion Advisor</b>	<p><b>Qualification:</b> Master's degree from recognized university in any of the following areas: Social Sciences, Gender Studies, Development Studies, Sociology, Anthropology and Rural Development</p> <p><b>Experience:</b> Minimum of 6 years of progressive experience, with at least 4 years in lead role in the field of studies</p>	01	<b>50 years</b>
8.	<b>GIS Analyst</b>	<p><b>Qualification:</b> MSc / BS degree from recognized university in any of the following areas: Geography, Space Science &amp; Technology, Geographical Information Systems (GIS) , Geoinformatics, Geomatics, and GIS &amp; Remote Sensing</p> <p><b>Experience:</b> Minimum of 4 years of progressive experience, with at least 3 years in lead role in the field of studies At least 3 years' experience in GIS related software is mandatory.</p>	01	<b>35 years</b>
9.	<b>Senior GIS Developer</b>	<p><b>Qualification:</b> Bachelor's degree from recognized university in any of the following areas: Geography, Space Science &amp; Technology, Geographical Information Systems (GIS) , Geoinformatics, Geomatics, and GIS &amp; Remote Sensing</p> <p><b>Experience:</b> Minimum of 4 years of progressive experience At least 3 years' experience in GIS related software is mandatory.</p>	01	<b>35 years</b>
10.	<b>DMIS Officer</b>	<p><b>Qualification:</b> Bachelor's degree in computer science, Software Engineering, Information Technology and cyber security management</p> <p><b>Experience:</b> Minimum of 4 years of progressive experience At least 3 years' experience in Dashboard related software is mandatory.</p>	01	<b>35 years</b>
11.	<b>Content Developer/ Creator</b>	<p><b>Qualification:</b> Bachelor's degree in mass communication, Media sciences, Graphic Design, Multimedia Arts, Marketing, Communication Design.</p> <p><b>Experience:</b> Minimum 2 years of experience in content creation, preferably in development, humanitarian, or public sector contexts.</p>	01	<b>35 years</b>
12.	<b>District DRR Coordinator</b>	<p><b>Qualification:</b> Bachelor's in development studies, Climate Change, Disaster Management, Risk Management and Sustainable Development; BE in Environmental Engineering; or BS in Environmental Sciences</p> <p><b>Experience:</b> Minimum of 4 years of progressive experience. At least 3 years' experience in Dashboard related software is mandatory.</p>	03	<b>35 years</b>
13.	<b>GIS Assistant</b>	<p><b>Qualification:</b> BS degree from recognized university in any of the following areas: Geography, Space Science &amp; Technology, Geographical Information Systems (GIS) , Geoinformatics, Geomatics, and GIS &amp; Remote Sensing</p> <p><b>Experience:</b> Minimum of 2 years of progressive experience At least 1 years' experience in GIS related software is mandatory.</p>	03	<b>30 years</b>

No	Position Name	Qualification / Experience	# of Posts	AGE MAX
14.	<b>Store Manager</b>	<b>Qualification:</b> Bachelor's degree in supply chain, inventory management or logistics <b>Experience:</b> Minimum 2 years of relevant experience, preferably in emergency logistics or warehouse operations. Diploma / Certification in Inventory & Warehouse Management (preferred)	03	<b>30 years</b>
15.	<b>Emergency Response Assistant</b>	<b>Qualification:</b> Bachelor's degree Computer Science, Information Technology (IT), Data Science, Management Science, Business Administration, Information Management, Climate Change, Disaster Management, Risk Management <b>Experience:</b> Minimum 2 years working experience in disaster, emergency and call center related fields. Computer skills will be preferred	19	<b>30 years</b>
16.	<b>Assistant Store Manager</b>	<b>Qualification:</b> Bachelor's degree in First division from a recognized university preferably in supply chain, inventory management or logistics <b>Experience:</b> Minimum 1 years of relevant experience in store keeping, preferably in emergency logistics or warehouse operations.	03	<b>30 years</b>
17.	<b>Data Processing Assistant</b>	<b>Qualification:</b> Bachelor's degree Computer Science, Information Technology (IT), Data Science, Public Administration, Data Management, Mathematics, Statistics or a related field. <b>Experience:</b> Minimum 2 year of relevant work experience in data entry, processing, or information management.	10	<b>30 years</b>
18.	<b>IT Assistant</b>	<b>Qualification:</b> Bachelor's degree in computer science, Information Technology, or related field <b>Experience:</b> Minimum 2 year of IT support experience, preferably in public or emergency services	01	<b>30 years</b>

#### **HOW TO APPLY/ TERMS & CONDITION**

1. Interested eligible candidates are advised to submit their applications along with detailed CV, copies of qualifications, experience certificates, CNIC with other relevant documents in the office of Provincial Disaster Management Authority Sindh, Headquarters, Plot No.26-C Main Khayaban-e-Jami, Phase 7 Defense Housing Authority, Karachi, 75500, not later than 15 days of the date of publication of this advertisement.
2. Only eligible shortlisted candidates will be contacted for interview.
3. The individuals must have domicile/PRC of the Sindh Province
4. The initial contract period will be for one (01) year, extendable to project completion subject to satisfactory performance.
5. T.A/D.A will not be admissible to the candidates appearing for interview.
6. Those already in government service may apply through proper channel.
7. Applicants applying for multiple positions are required to apply separately for each position mentioning the position at the top of "Envelope".
8. Applicants must mention the position on top of right side of "Envelope".
9. Positions will be filled with Sindh Government Rules / PDMA 's Rules of Business.
10. The job descriptions for each position can also be obtained from the website: <https://pdma.gos.pk/>

**Assistant Director Admin**  
**Provincial Disaster Management Authority**  
**Plot No C-26, Main Khayaban-e-Jami DHA Phase 7, Karachi.**  
**Tel No: 021-35314422 & 021-35318192, Fax: 021-35314219**