



## **JOB DESCRIPTION & TERM OF REFERENCES-DRR**

NO	Position Name	Qualification / Experience	Job Description	Key Responsibilities:	Annual Key Deliverables
1.	<b>Planning &amp; Development Specialist</b>  <b>No of Post: 01</b>  <b>Max Age: 50 years</b>	<b>Qualification:</b> Master's degree from recognized university in any of the following areas: Disaster Risk Management, Public Policy, Development Studies, Urban & Regional Planning, Environmental Policy, Economics (with specialization in Development or Public Sector Planning), Project Planning & Management, Sustainable Development, Public Administration, or business administration.  <b>Experience:</b> Minimum of 8 years of progressive experience, with at least 4 years in lead role in the field of studies	<ul style="list-style-type: none"><li>Play a central role in designing, planning, and coordinating projects aligned with PDMA's DRR priorities and global/national frameworks.</li><li>Develop strategic DRR plans in line with the NDMP and provincial development strategies, ensuring DRR mainstreaming across key sectors.</li><li>Identify, design, and manage DRR, mitigation, and preparedness projects, including proposal development and donor engagement.</li><li>Integrate technology and innovation by piloting tools for preparedness, early warning, and response.</li><li>Coordinate with line departments, UN agencies, NGOs/INGOs, academia, and the private sector for cross-sectoral DRR integration.</li><li>Lead training programs, workshops, and knowledge-sharing initiatives to strengthen institutional and community capacity.</li><li>Conduct research, policy reviews, and global best-practice analyses to inform DRR programming in Sindh.</li><li>Support institutional strengthening through development of DRR policies, SOPs, legal frameworks, and planning templates.</li><li>Key deliverables include annual DRR plans, donor proposals, capacity-building programs, sectoral integration reports, technology updates, and policy reviews.</li></ul>	<b>Background &amp; Context</b> The Planning & Development Specialist plays a central role in designing, planning, and coordinating projects that align with PDMA's disaster risk reduction (DRR) priorities. The position ensures strategic planning, cross-sectoral integration, resource mobilization, and alignment of DRR programming with provincial, national, and global frameworks.  <b>Key Responsibilities</b> <b>Strategic Planning &amp; Policy Alignment</b> <ul style="list-style-type: none"><li>Develop comprehensive DRR strategies aligned with the National Disaster Management Plan (NDMP) and Provincial Development Plans.</li><li>Ensure DRR considerations are mainstreamed into all sectoral planning including infrastructure, education, health, and climate adaptation.</li><li>Align PDMA programs with donor guidelines, international standards, and national priorities.</li></ul> <b>Project Identification, Design &amp; Management</b> <ul style="list-style-type: none"><li>Identify and conceptualize DRR, mitigation, and preparedness projects.</li><li>Lead proposal development and secure funding from national and international sources including NGOs/INGOs.</li><li>Oversee implementation planning and M&amp;E frameworks for DRR initiatives.</li></ul> <b>Technology &amp; Innovation Integration</b> <ul style="list-style-type: none"><li>Research and assess emerging technologies and methodologies in disaster management.</li><li>Facilitate the adoption and piloting of innovative tools and systems to enhance preparedness, early warning, and response capacity.</li></ul> <b>Cross-Sectoral Coordination &amp; Stakeholder Engagement</b> <ul style="list-style-type: none"><li>Coordinate with line departments (e.g., health, education, irrigation, infrastructure, P&amp;D, etc.) to embed DRR into development planning.</li><li>Liaise with NGOs, INGOs, UN agencies, academia, and the private sector to harmonize interventions.</li></ul>	<b>Annual Key Deliverables</b> <ul style="list-style-type: none"><li>Annual Strategic DRR Plan aligned with NDMP and provincial planning cycle.</li><li>At least 3 concept notes or project proposals submitted to potential donors.</li><li>2 DRR capacity building programs conducted with provincial/district stakeholders.</li><li>Integration of DRR into at least 2 sectoral development programs.</li><li>Quarterly updates on emerging technologies and global practices in DRR.</li><li>Annual review and update of PDMA's DRR operational policies and SOPs.</li></ul> <b>Reporting</b> <ul style="list-style-type: none"><li>Reports to Director DRR.</li><li>Works closely with Institutional Development Specialist, Climate Change &amp; Environment Specialist, GIS Expert, and other technical experts.</li></ul>



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				<ul style="list-style-type: none"> <li>Work closely with other PDMA technical specialists (e.g., Institutional Development Specialist, GIS Expert) to ensure coherent program design and delivery.</li> </ul> <p><b>Capacity Building &amp; Knowledge Transfer</b></p> <ul style="list-style-type: none"> <li>Design and lead training programs and workshops to strengthen the capacity of PDMA staff, district authorities, and communities.</li> <li>Promote a culture of preparedness and resilience among vulnerable groups.</li> </ul> <p><b>Research &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>Conduct research and policy reviews to inform DRR planning.</li> <li>Analyze global trends, practices, and lessons learned for localization in provincial context.</li> </ul>	
2.	<p><b>Institutional Development Specialist</b></p> <p><b>No of Post: 01</b></p> <p><b>Max Age: 50 years</b></p>	<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>	<ul style="list-style-type: none"> <li>Lead organizational development of institutional system within PDMA and DDMA's and strengthen provincial departments through institutional reforms and inter-agency stakeholders' collaboration.</li> <li>Conduct regular institutional capacity gap assessments to identify strengths and weaknesses in disaster management structures and propose reforms.</li> <li>Develop SOPs for emergency coordination at provincial, district, and local levels.</li> <li>Define and institutionalize roles and responsibilities of line departments and local agencies in DRR.</li> <li>Facilitate inter-agency coordination frameworks for effective disaster preparedness and response.</li> <li>Annual deliverables include an Institutional Development Roadmap, 3-4 emergency response SOPs, stakeholder coordination protocols, and capacity-building sessions.</li> <li>Reports to Director DRR and works closely with Planning &amp; Development Specialist, Community Engagement &amp; Gender Advisor, and Emergency Operations teams.</li> <li>Prepare SOPs/policies and Annual Plans for government agencies, donor</li> </ul>	<p><b>Background &amp; Context</b> To lead the organizational development of DRR systems within PDMA and support provincial departments through institutional reforms and inter-agency collaboration mechanisms.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Conduct institutional capacity gap assessments</li> <li>Develop SOPs for emergency coordination at all administrative levels</li> <li>Establish roles/responsibilities of provincial, district, line departments, and local agencies in DRR</li> <li>Facilitate inter-agency frameworks for coordinated disaster response</li> </ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>Institutional Development Roadmap</li> <li>3-4 SOPs for emergency response</li> <li>Stakeholder coordination protocols</li> <li>Capacity-building sessions on institutional resilience</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Reports to Director DRR.</li> <li>Collaborates closely with Planning &amp; Development Specialist, Community Engagement &amp; Gender Advisor, and Emergency Operations personnel.</li> </ul>



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			<ul style="list-style-type: none"><li>engagement, and multi-stakeholder coordination.</li><li>Must be familiar with government systems, donor frameworks, and DRR tools, with strong analytical, interpersonal, and communication skills.</li></ul>		
3.	<b>Geospatial and Data Analyst Expert</b>  <b>No of Post: 01</b>  <b>Max Age: 50 years</b>	<b>Qualification:</b> Master's degree from recognized university in any of the following areas: Geoinformatics, Geography, GIS & Remote Sensing, Space Science & Technology, Environmental Science, Data Sciences, or related fields.  <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.	<ul style="list-style-type: none"><li>Play a pivotal role in strengthening PDMA's evidence-based DRR operations through geospatial intelligence and data-driven insights.</li><li>Conduct spatial analyses and produce high-resolution hazard and vulnerability maps integrating socio-economic, environmental, and climatic data.</li><li>Support scenario planning for complex disasters and generate vulnerability profiles for high-risk areas.</li><li>Develop systems for integrating real-time and historical data to enhance forecasting, early warning, and risk communication.</li><li>Build dynamic dashboards, GIS platforms, and collaborate with meteorological/technical agencies for risk visualization.</li><li>Use satellite imagery, remote sensing, and spatial analytics for disaster impact assessment, rapid needs analysis, and recovery planning.</li><li>Integrate geospatial risk data into development projects and resilient infrastructure design.</li><li>Establish a centralized geospatial database with defined standards for data collection, storage, and sharing.</li><li>Monitor disaster recovery operations through geospatial tracking and mapping.</li><li>Build GIS and data analysis capacity of PDMA and district staff, develop SOPs/training materials, and liaise with academia and partners for harmonized tools.</li><li>Annual deliverables include a Provincial Risk Atlas, real-time GIS dashboard, PDNA reports, centralized database, integration of GIS into projects, and training sessions.</li><li>Reports to Director DRR and works closely with Planning &amp; Development</li></ul>	<b>Background &amp; Context</b> The Geospatial and Data Analyst Expert plays a pivotal role in enhancing PDMA's evidence-based disaster risk reduction (DRR) operations. This position is essential for generating high-quality risk maps, vulnerability assessments, and dynamic disaster models that drive strategic interventions, early warning systems, and recovery efforts. The expert supports PDMA's capacity to make informed decisions through geospatial intelligence and data-driven insights.  <b>Key Responsibilities</b> <b>Risk Mapping &amp; Vulnerability Analysis</b> <ul style="list-style-type: none"><li>Conduct spatial analyses using GIS tools to produce high-resolution risk maps highlighting hazard-prone and vulnerable areas.</li><li>Generate vulnerability profiles integrating socio-economic, environmental, and climatic data.</li><li>Support scenario planning for complex and compound disasters (e.g., floods during pandemics).</li></ul> <b>Data Integration &amp; Early Warning Systems</b> <ul style="list-style-type: none"><li>Develop systems to integrate real-time and historical data to enhance forecasting and early warning alerts.</li><li>Collaborate with technical agencies and meteorological departments to process and visualize risk indicators.</li><li>Build dynamic dashboards and GIS-based platforms for real-time risk communication.</li></ul> <b>Disaster Response &amp; Post-Event Assessment</b> <ul style="list-style-type: none"><li>Utilize satellite imagery, remote sensing, and spatial analytics to assess the scale and impact of disasters.</li><li>Support rapid needs assessments and optimizes emergency resource allocation.</li><li>Provide geospatial inputs to inform recovery planning and reconstruction.</li></ul> <b>Development &amp; DRR Integration</b>	<b>Annual Key Deliverables</b> <ul style="list-style-type: none"><li>Provincial Risk Atlas with updated hazard and vulnerability maps.</li><li>Real-time GIS dashboard for disaster alerts and response monitoring.</li><li>Post-disaster impact/need assessment (PDNA) reports using remote sensing tools.</li><li>Centralized geospatial database and data-sharing protocol.</li><li>Integration of GIS data into at least 2 major development projects.</li><li>Training program conducted for PDMA/district staff on geospatial analysis.</li></ul> <b>Reporting</b> <ul style="list-style-type: none"><li>Reports to Director DRR.</li><li>Works closely with Planning &amp; Development Specialist, Climate Change &amp; Environment Specialist, and ICT Officer.</li></ul>



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			<ul style="list-style-type: none"><li>Specialist, Climate Change &amp; Environment Specialist, and ICT Officer.</li><li>Requires strong command of GIS (ArcGIS/QGIS), remote sensing, climate modeling, and database management, with proven experience in hazard mapping, early warning systems, and disaster response planning.</li></ul>	<ul style="list-style-type: none"><li>Work with planning and infrastructure teams to integrate geospatial risk data into development projects.</li><li>Support resilient infrastructure design by overlaying hazard data with planned development zones.</li></ul> <p><b>Monitoring, Evaluation &amp; Centralized Data Management</b></p> <ul style="list-style-type: none"><li>Establish and maintain a centralized geospatial database to support inter-agency coordination.</li><li>Define data standards and protocols for consistent collection, storage, and dissemination.</li><li>Track recovery operations using geospatial data and provide regular progress mapping.</li></ul> <p><b>Capacity Building &amp; Coordination</b></p> <ul style="list-style-type: none"><li>Build internal capacity of PDMA and district-level staff in GIS and data analytics.</li><li>Support development of SOPs and training materials for data collection and analysis.</li></ul>	
4.	<b>Full Stack Developer</b> <b>No of Post: 01</b>  <b>Max Age: 45 years</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>	<ul style="list-style-type: none"><li>Play a key role in designing, developing, and maintaining digital platforms for PDMA's DRR Wing, ensuring scalability, security, and user-friendliness.</li><li>Design and implement responsive, interactive user interfaces using HTML, CSS, and JavaScript frameworks, ensuring cross-device and browser compatibility.</li><li>Develop back-end systems, APIs, and server-side logic using technologies such as Node.js, Python, PHP, or Java, with strong database management (MySQL, PostgreSQL, MongoDB).</li><li>Architect software solutions tailored to project requirements while maintaining performance, scalability, and security.</li><li>Write and run unit, integration, and functional tests; troubleshoot and resolve issues across the full technology stack.</li><li>Develop and integrate RESTful APIs with proper authentication, error handling, and documentation.</li><li>Collaborate within Agile/Scrum cycles alongside developers, project managers, designers, and stakeholders.</li></ul>	<p><b>Background &amp; Context</b> The Full Stack Developer will play a key role in designing, developing, and maintaining digital platforms for the PDMA DRR Wing. As the technical backbone behind software tools used in disaster risk reduction, early warning dissemination, and coordination mechanisms, this role ensures the seamless integration of user interfaces and back-end systems. The developer will ensure the platforms are scalable, secure, and user-friendly to serve a wide range of stakeholders including government agencies, NGOs, and vulnerable communities.</p> <p><b>Key Responsibilities</b></p> <p><b>Front-End Development</b></p> <ul style="list-style-type: none"><li>Design and implement interactive, responsive user interfaces using HTML, CSS, and JavaScript frameworks.</li><li>Ensure compatibility across multiple devices (mobile, tablet, desktop) and web browsers.</li><li>Collaborate with graphic designers to translate visual concepts into fully functional web pages.</li></ul> <p><b>Back-End Development</b></p> <ul style="list-style-type: none"><li>Develop robust server-side logic and APIs using technologies such as Python, Ruby, PHP, or Java.</li></ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"><li>Deployment of fully functioning, secure, and scalable web platforms for DRR-related applications.</li><li>Development and maintenance of interactive dashboards and user portals.</li><li>Integration of APIs for real-time data collection and dissemination.</li><li>Timely resolution of bugs and performance issues as logged in issue tracking systems.</li><li>Comprehensive documentation and version control of all deployed applications.</li></ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"><li>Reports to the Director DRR.</li><li>Coordinates with Director Operations, Geospatial and Data Analyst Expert, GIS teams, Communications, and external tech vendors.</li></ul>



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			<ul style="list-style-type: none"> <li>Document system architecture, processes, and features to ensure maintainability and knowledge transfer.</li> <li>Annual deliverables include secure and scalable DRR platforms, interactive dashboards, real-time data APIs, timely issue resolution, and complete documentation/version control.</li> <li>Reports to Director DRR and coordinates with Director Operations, Geospatial &amp; Data Analyst Expert, GIS teams, Communications, and external tech vendors.</li> <li>Requires strong front-end and back-end development skills, database management expertise, Agile experience, RESTful API knowledge, and problem-solving/debugging proficiency.</li> </ul>	<ul style="list-style-type: none"> <li>Manage data storage solutions using relational and non-relational databases like MySQL, PostgreSQL, or MongoDB.</li> <li>Maintain and enhance server infrastructure to support the performance and reliability of applications.</li> </ul> <p><b>Application Architecture</b></p> <ul style="list-style-type: none"> <li>Design and implement software architecture tailored to project requirements.</li> <li>Ensure systems are scalable, secure, and maintain high performance under varying loads.</li> </ul> <p><b>Testing and Debugging</b></p> <ul style="list-style-type: none"> <li>Write unit, integration, and functional tests to validate code quality.</li> <li>Diagnose and resolve technical issues across the full technology stack.</li> </ul> <p><b>API Integration</b></p> <ul style="list-style-type: none"> <li>Develop and integrate RESTful APIs to facilitate smooth communication between the front-end and back-end systems.</li> <li>Ensure proper authentication, error handling, and documentation of all APIs.</li> </ul> <p><b>Collaboration and Agile Development</b></p> <ul style="list-style-type: none"> <li>Participate in Agile/Scrum development cycles, including daily stand-ups, sprint planning, and retrospectives.</li> <li>Work collaboratively with other developers, project managers, designers, and stakeholders.</li> </ul> <p>Document system features, architecture, and processes thoroughly for internal and external reference.</p>	
5.	<b>Climate Change &amp; Environment Specialist</b> <b>No of Post: 01</b> <b>Max Age: 50 years</b>	<b>Qualification:</b> Master's degree in Climate Science, Environmental Management, Disaster Risk Management, Sustainability Studies, Social Sciences, or a related field  <b>Experience:</b> Minimum of 6 years of progressive experience, with at least 4 years in lead role in the field of studies	<ul style="list-style-type: none"> <li>Play a central role in mainstreaming climate adaptation into PDMA's DRR framework to address evolving risks from floods, droughts, cyclones, and heatwaves.</li> <li>Conduct climate risk and vulnerability assessments for high-risk geographies and sectors, integrating climate projections into disaster preparedness and planning.</li> <li>Develop climate-resilient DRR strategies aligned with provincial and national climate action plans.</li> <li>Embed climate adaptation and environmental safeguards into DRR</li> </ul>	<p><b>Background &amp; Context</b></p> <p>Climate change is a major driver of evolving disaster risks in Sindh, leading to more frequent and intense floods, droughts, cyclones, and heatwaves. The Climate Change &amp; Environment Specialist will play a central role in mainstreaming climate adaptation into the DRR framework of PDMA. The position ensures climate-smart planning, vulnerability assessment, resource mobilization, and capacity development to enhance resilience across sectors and communities.</p> <p><b>Key Responsibilities</b></p>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>Provincial Climate Risk and Vulnerability Assessment Report.</li> <li>Climate-Resilient DRR Strategy and Implementation Framework.</li> <li>2-3 project proposals targeting international climate finance mechanisms.</li> <li>Climate integration roadmap for at least 3 provincial sectoral departments.</li> <li>At least 2 training programs for PDMA/DDRMU staff and partners on climate-smart DRR practices.</li> <li>Technical briefs on nature-based solutions, sustainable land use, and climate-disaster linkages.</li> </ul>



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			<p>policies, SOPs, and development frameworks, including nature-based solutions and sustainable land use practices.</p> <ul style="list-style-type: none"><li>Establish partnerships with national/international stakeholders, and prepare proposals for climate financing mechanisms such as GCF and Adaptation Fund.</li><li>Lead training and awareness programs on climate-smart infrastructure, disaster preparedness, and sustainable environmental management.</li><li>Provide technical guidance to PDMA and sectoral departments for climate resilience integration into sectoral planning.</li><li>Ensure mainstreaming of climate considerations across health, education, agriculture, and infrastructure sectors by working with Planning, GIS, and Anticipatory Action teams.</li><li>Annual deliverables include provincial climate risk/vulnerability reports, climate-resilient DRR strategy, climate finance proposals, sectoral integration roadmaps, staff training sessions, and technical briefs.</li><li>Reports to Director DRR and works closely with Planning &amp; Development Specialist, Anticipatory Action Specialist, GIS Expert, and sectoral focal points.</li><li>Experience in integrating climate change into public sector or donor projects, collaboration with meteorological agencies, knowledge of UNFCCC/IPCC frameworks, and strong analytical, communication, and facilitation skills.</li></ul>	<p><b>Climate Risk Assessment &amp; Adaptation Planning</b></p> <ul style="list-style-type: none"><li>Conduct climate risk and vulnerability assessments with focus on high-risk geographies and sectors.</li><li>Integrate climate change projections into disaster preparedness and risk reduction planning.</li><li>Develop climate-resilient DRR strategies aligned with provincial and national climate action plans.</li></ul> <p><b>Policy Integration &amp; Environmental Safeguards</b></p> <ul style="list-style-type: none"><li>Embed climate adaptation into DRR policies, SOPs, and development planning frameworks.</li><li>Advocate for and support the enforcement of environmental safeguards in emergency preparedness and response.</li><li>Ensure DRR strategies consider nature-based solutions and sustainable land use practices.</li></ul> <p><b>Strategic Partnerships &amp; Resource Mobilization</b></p> <ul style="list-style-type: none"><li>Establish partnerships with national and international climate resilience stakeholders.</li><li>Support the development of proposals for climate financing mechanisms (e.g., Green Climate Fund, Adaptation Fund).</li><li>Coordinate with relevant departments to align funding strategies with DRR and climate adaptation goals.</li></ul> <p><b>Capacity Building &amp; Technical Assistance</b></p> <ul style="list-style-type: none"><li>Lead training and awareness sessions on climate-smart infrastructure and disaster preparedness.</li><li>Provide technical guidance to PDMA and sectoral departments on integrating climate resilience into planning.</li><li>Promote sustainable environmental management practices to mitigate climate-induced disaster risks.</li></ul> <p><b>Mainstreaming Climate Considerations Across Sectors</b></p> <ul style="list-style-type: none"><li>Ensure climate change is addressed in sectoral plans (health, education, infrastructure, agriculture).</li><li>Work closely with Planning &amp; Development, GIS, and Anticipatory Action teams to develop comprehensive climate-informed DRR programs.</li></ul>	<p><b>Reporting</b></p> <ul style="list-style-type: none"><li>Reports to Director DRR.</li><li>Works closely with Planning &amp; Development Specialist, Anticipatory Actions Specialist, GIS Expert, and sectoral focal points.</li></ul>



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				Promote adaptive governance models that strengthen institutional and community-level resilience.	
6.	<b>Anticipatory Action Specialist</b>  <b>No of Post: 01</b>  <b>Max Age: 50 years</b>	<b>Qualification:</b> Master's degree in Disaster Risk Reduction, Climate Science, Meteorology, Emergency Management, or related fields.  <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 Sensing, early warning systems, anticipatory action, or forecast-based financing would be preferred.	<ul style="list-style-type: none"> <li>Lead PDMA's transition from reactive disaster response to proactive anticipatory action based on reliable forecasts and risk triggers.</li> <li>Design and implement anticipatory action protocols using hazard forecasts, seasonal climate outlooks, and vulnerability data.</li> <li>Collaborate with forecasting agencies to translate predictive analytics into actionable early interventions.</li> <li>Develop risk thresholds and triggers to activate pre-agreed anticipatory response actions.</li> <li>Integrate anticipatory action mechanisms with existing early warning systems for floods, droughts, heatwaves, and cyclones.</li> <li>Coordinate with national and international partners (e.g., IFRC, WFP, FAO) to adopt global anticipatory action models and best practices.</li> <li>Facilitate pre-disaster interventions, including pre-positioning emergency supplies, securing infrastructure, and evacuation planning.</li> <li>Conduct training, mock drills, and simulations with PDMA, DDRMUs, NGOs, and vulnerable communities to build preparedness culture.</li> <li>Develop and institutionalize SOPs, triggers, funding mechanisms, and coordination frameworks for anticipatory action.</li> <li>Establish a provincial anticipatory action platform aligned with DRR and climate adaptation priorities.</li> <li>Annual deliverables include a provincial framework, anticipatory pilots in high-risk districts, SOPs/triggers for 3 hazards, community preparedness drills, and technical briefs on lessons learned.</li> <li>Reports to Director DRR and works closely with Climate Change &amp; Environment Specialist, Geospatial &amp; Data Analyst Expert, Planning &amp;</li> </ul>	<p><b>Background &amp; Context</b> The Anticipatory Action Specialist will play a pivotal role in shifting PDMA's disaster management strategy from reactive response to proactive risk mitigation. This position focuses on developing and implementing anticipatory action frameworks that are triggered by reliable forecasts, enabling early interventions and minimizing the human, economic, and environmental toll of disasters. In the face of escalating climate-related hazards in the province, such as floods, droughts, heatwaves, and cyclones, this role is critical to enhancing PDMA's preparedness and resilience.</p> <p><b>Key Responsibilities</b></p> <p><b>Forecast-Based Risk Analysis &amp; Planning</b></p> <ul style="list-style-type: none"> <li>Design and implement anticipatory action protocols aligned with hazard forecasts, seasonal climate outlooks, and vulnerability data.</li> <li>Collaborate with forecasting agencies to translate predictive analytics into actionable early interventions.</li> <li>Develop risk thresholds and triggers that initiate pre-agreed response actions.</li> </ul> <p><b>Integration with Early Warning Systems</b></p> <ul style="list-style-type: none"> <li>Ensure anticipatory action mechanisms are fully integrated with existing early warning systems.</li> <li>Coordinate with national and international partners for best practices and compliance with global frameworks such as IFRC, WFP, and FAO anticipatory action models.</li> </ul> <p><b>Pre-Disaster Interventions &amp; Preparedness</b></p> <ul style="list-style-type: none"> <li>Facilitate pre-positioning of emergency supplies and infrastructure protection based on forecasts.</li> <li>Support evacuation planning and activation based on hazard anticipation.</li> </ul> <p><b>Capacity Building &amp; Community Engagement</b></p> <ul style="list-style-type: none"> <li>Conduct training, mock drill exercises, and simulation exercises with PDMA staff, DDRMU officials, NGOs, and community</li> </ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>Provincial Anticipatory Action Framework developed and operationalized.</li> <li>At least 2 anticipatory action pilots implemented in high-risk districts.</li> <li>SOPs and risk triggers developed for at least 3 key hazards (e.g., floods, heatwaves, droughts).</li> <li>Two community preparedness drills conducted based on forecast-based scenarios.</li> <li>Technical brief on lessons learned and scalability potential submitted to PDMA leadership.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Reports to Director DRR.</li> <li>Works in close coordination with the Climate Change &amp; Environment Specialist, Geospatial and Data Analyst Expert, Planning &amp; Development Specialist, and Emergency Operations teams.</li> </ul>



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NO	Position Name	Qualification / Experience	Job Description	Key Responsibilities:	Annual Key Deliverables
			<ul style="list-style-type: none"> <li>Development Specialist, and Emergency Operations teams.</li> <li>Requires expertise in hazard risk analysis, forecasting tools, and climate risk models; experience in pre-disaster interventions; familiarity with anticipatory action/global DRR frameworks; and strong coordination skills with technical and community stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>stakeholders in vulnerable districts of Sindh province.</li> <li>Promote a culture of preparedness by building community capacity to act on early warnings.</li> </ul> <p><b>Policy &amp; System Development</b></p> <ul style="list-style-type: none"> <li>Develop, improve, and institutionalize anticipatory action SOPs, triggers, funding mechanisms, and coordination frameworks.</li> </ul> <p>Support the establishment of a provincial anticipatory action platform aligned with national DRR and climate adaptation priorities.</p>	
7.	<b>Community Engagement, Gender &amp; Social Inclusion Advisor</b>  <b>No of Post: 01</b>  <b>Max Age: 50 years</b>	<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  <b>Experience:</b> Minimum of 6 years of progressive experience, with at least 4 years in lead role in the field of studies	<ul style="list-style-type: none"> <li>Lead efforts to ensure PDMA's DRR initiatives are inclusive, equitable, gender-responsive, and community-driven.</li> <li>Mainstream gender equality, disability inclusion, and social equity into DRR policies, strategies, and action plans.</li> <li>Identify and integrate the needs of women, children, elderly persons, persons with disabilities, and marginalized groups in DRR planning, preparedness, and recovery.</li> <li>Design and facilitate community-based DRR (CBDRR) mechanisms to strengthen grassroots resilience.</li> <li>Establish participatory community feedback mechanisms to inform PDMA programming.</li> <li>Collaborate with CSOs, community leaders, and local networks to enhance outreach, early warning dissemination, and risk communication.</li> <li>Promote inclusive representation in DRR decision-making processes at provincial, district, and community levels.</li> <li>Support the development and enforcement of gender-sensitive DRR policies with inclusion indicators.</li> <li>Develop and deliver awareness campaigns and training sessions for PDMA staff and stakeholders on inclusive DRR.</li> <li>Ensure post-disaster needs assessments and recovery projects integrate gender and social inclusion components.</li> </ul>	<p><b>Background &amp; Context</b>  The Community Engagement, Gender &amp; Social Inclusion Advisor will play a pivotal role in ensuring that DRR initiatives of the PDMA are inclusive, equitable, and community-driven. Disasters affect different groups in different ways, often exacerbating existing vulnerabilities. This role is essential to embed social equity, gender responsiveness, and participatory approaches into DRR programming at all levels of planning and implementation.</p> <p><b>Key Responsibilities</b>  <b>Inclusion of Vulnerable Groups</b></p> <ul style="list-style-type: none"> <li>Mainstream gender equality, disability inclusion, and social equity into DRR policies, strategies, and action plans.</li> <li>Identify and integrate the specific needs of women, children, elderly persons, persons with disabilities, and marginalized communities in DRR planning, preparedness, and recovery.</li> </ul> <p><b>Community Engagement &amp; Participation</b></p> <ul style="list-style-type: none"> <li>Design and facilitate community-based DRR (CBDRR) mechanisms that strengthen grassroots-level resilience.</li> <li>Establish participatory feedback mechanisms for communities to inform PDMA programming.</li> <li>Collaborate with local CSOs and community leaders to enhance outreach, early warning dissemination, and risk communication.</li> </ul> <p><b>Policy Advocacy &amp; Representation</b></p> <ul style="list-style-type: none"> <li>Promote inclusive representation in DRR-related decision-making processes at all levels.</li> <li>Support the development of gender-sensitive DRR policies and enforce compliance with inclusion indicators.</li> </ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>Inclusive DRR Strategy Framework and Action Plan.</li> <li>At least 3 community-based DRR initiatives developed and implemented with local stakeholders.</li> <li>Training modules and awareness sessions conducted on gender and social inclusion in DRR.</li> <li>Development and dissemination of guidelines for inclusive disaster response and recovery.</li> <li>Annual report on inclusion outcomes and progress in alignment with global standards.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Reports to Director DRR.</li> <li>Coordinates closely with Director Operations, Climate Change, Institutional Development, Communications teams, AA Specialist, DDRMU officials, and partner NGOs/private entities working for children, girls/women, and marginalized people.</li> </ul>



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			<ul style="list-style-type: none"><li>Support long-term resilience planning that reflects the realities of vulnerable populations.</li><li>Align PDMA programs with global standards, including the Sendai Framework, SDGs, and CEDAW.</li><li>Monitor and report on inclusion outcomes using international benchmarks and national frameworks.</li><li>Annual deliverables include an Inclusive DRR Strategy &amp; Action Plan, 3 CBDRR initiatives, inclusive DRR training modules, guidelines for inclusive response/recovery, and an annual report on progress.</li><li>Reports to Director DRR and coordinates with Director Operations, Climate Change Specialist, Institutional Development, Communications teams, Anticipatory Action Specialist, DDRMUs, and partner NGOs/private actors working with vulnerable groups.</li><li>Requires a Master's degree in Social Sciences, Gender Studies, Development Studies, or related discipline.</li><li>Must have experience designing and implementing community-based programs, strong stakeholder engagement/facilitation skills, familiarity with global frameworks (Sendai, SDGs, CEDAW), and proven ability to work with vulnerable and culturally diverse groups.</li></ul>	<ul style="list-style-type: none"><li>Develop and deliver awareness campaigns and training for PDMA staff and stakeholders on inclusive DRR approaches.</li></ul> <p><b>Equitable Recovery &amp; Resilience Building</b></p> <ul style="list-style-type: none"><li>Ensure that post-disaster needs assessments and recovery projects incorporate gender and social inclusion components.</li><li>Support planning for long-term resilience that reflects the lived realities of vulnerable populations.</li></ul> <p><b>Alignment with Global Standards</b></p> <ul style="list-style-type: none"><li>Align PDMA programs with the Sendai Framework, SDGs, and other international commitments on inclusive disaster risk governance.</li></ul> <p>Monitor and report on gender and inclusion outcomes using international benchmarks and national frameworks.</p>	
8.	<b>GIS Analyst</b>  <b>No of Post: 01</b>  <b>Max Age: 35 years</b>	<b>Qualification:</b> MSc / BS degree from recognized university in any of the following areas:  Geography, Space Science & Technology, Geographical Information Systems (GIS) , Geoinformatics, Geomatics, Geography and GIS & Remote Sensing  <b>Experience:</b>	<ul style="list-style-type: none"><li>Provide technical GIS support to the Geospatial &amp; Data Analyst Expert, enhancing PDMA's geospatial infrastructure for DRR.</li><li>Develop, manage, and update geospatial databases to ensure reliable access to hazard and risk data.</li><li>Prepare high-resolution hazard, risk, and exposure maps for floods, droughts, cyclones, heatwaves, and other hazards.</li><li>Support the design of spatial models for forecasting risks and assessing vulnerabilities.</li></ul>	<p><b>Background &amp; Context</b> The GIS Analyst will provide critical technical support to the Geospatial and Data Analyst Expert by managing geographic information systems (GIS), enhancing spatial data infrastructure, and supporting visualization and mapping for disaster risk reduction (DRR) activities across the province. Given the extensive scale and complexity of geospatial data needs in the province, this role is essential for ensuring timely and effective coordination, processing, and dissemination of geospatial information.</p> <p><b>Key Responsibilities</b> <b>Technical GIS Support</b></p>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"><li>Comprehensive set of risk and hazard maps for at least 10 high-risk districts.</li><li>Operational spatial database aligned with national and international GIS standards.</li><li>Monthly geospatial updates to support DRR decision-making.</li><li>At least 2 training sessions conducted on GIS tools for PDMA/district staff.</li><li>Emergency response mapping package ready within 24 hours of disaster events.</li></ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"><li>Reports to Geospatial and Data Analyst Expert.</li></ul>



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		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.	<ul style="list-style-type: none"><li>Digitize, geocode, and clean field-collected and partner-provided spatial datasets.</li><li>Facilitate data exchange and ensure standardized protocols for collection, storage, sharing, and metadata management.</li><li>Maintain version control of geospatial datasets to ensure consistency and accuracy.</li><li>Generate thematic maps, dashboards, infographics, and visual products to communicate risk insights.</li><li>Support advocacy and communication efforts through spatial storytelling and data visualization.</li><li>Train PDMA staff and DDRMUs on GIS tools, platforms, and applications for DRR.</li><li>Strengthen local capacity to utilize GIS in preparedness, planning, and emergency response.</li><li>Provide rapid mapping support during emergencies to guide response operations.</li><li>Integrate GIS outputs into early warning systems and contingency planning processes.</li><li>Annual deliverables include: risk/hazard maps for 10 high-risk districts, an operational spatial database aligned with national/international standards, monthly geospatial updates, 2 GIS trainings, and a rapid emergency response mapping package within 24 hours.</li><li>Reports to Geospatial &amp; Data Analyst Expert and collaborates with Planning &amp; Development Specialist, Climate Change &amp; Environment Specialist, and provincial/district stakeholders.</li><li>Requires strong expertise in GIS tools (ArcGIS, QGIS, ERDAS Imagine, HEC-RAS), managing large datasets, developing dashboards, and working with satellite/drone imagery and web-based GIS platforms.</li><li>Must demonstrate strong coordination and communication skills with</li></ul>	<ul style="list-style-type: none"><li>Assist in the development, management, and updating of geospatial databases.</li><li>Prepare high-resolution hazard, risk, and exposure maps for multiple hazards.</li><li>Support the design of spatial models to forecast risks and assess vulnerabilities.</li><li>Digitize, geocode, and clean spatial data collected from field operations and partners.</li></ul> <p><b>Data Coordination &amp; Management</b></p> <ul style="list-style-type: none"><li>Facilitate data exchange between PDMA and NDMA, PMD, line departments, NGOs, and other stakeholders.</li><li>Ensure standardized protocols for data collection, storage, and sharing.</li><li>Maintain metadata standards and support version control for geospatial datasets.</li></ul> <p><b>Visualization &amp; Communication</b></p> <ul style="list-style-type: none"><li>Generate thematic maps, dashboards, and visual products to communicate risk insights.</li><li>Support PDMA communication and advocacy efforts through spatial storytelling and infographics.</li></ul> <p><b>Capacity Development</b></p> <ul style="list-style-type: none"><li>Train PDMA staff and district officials on the use of GIS tools and platforms.</li><li>Build local capacity to utilize GIS in planning, preparedness, and response.</li></ul> <p><b>Support to Early Warning &amp; Emergency Response</b></p> <ul style="list-style-type: none"><li>Provide mapping support during emergencies to guide response operations.</li><li>Integrate GIS outputs into early warning systems and contingency planning.</li></ul>	<ul style="list-style-type: none"><li>Works closely with other DRR Wing staff including Planning &amp; Development Specialist, Climate Change &amp; Environment Specialist, and stakeholders across sectors of the province and districts.</li></ul>



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9.	<b>Senior GIS Developer</b>  <b>No of Post: 01</b>  <b>Max Age: 35 years</b>	<b>Qualification:</b> Bachelor's degree from recognized university in any of the following areas:  Geography, Space Science & Technology, Geographical Information Systems (GIS), Geoinformatics, Geomatics, Geography and GIS & Remote Sensing  <b>Experience:</b> Minimum of 4 years of progressive experience  At least 3 years' experience in GIS related software is mandatory.	government, humanitarian actors, and technical partners. <ul style="list-style-type: none"> <li>Provide technical assistance to the Geospatial &amp; Data Analyst Expert in the design, development, and maintenance of geospatial systems for DRR planning and operations.</li> <li>Develop, customize, and maintain geospatial applications and web-based GIS platforms to strengthen PDMA's DRR operations.</li> <li>Support spatial data processing, integration, automation, and visualization through dashboards, maps, and analysis tools.</li> <li>Establish protocols for geospatial data collection, validation, storage, and retrieval.</li> <li>Facilitate data sharing and integration across PDMA departments and with external stakeholders.</li> <li>Maintain and upgrade centralized geospatial databases ensuring compliance with national and international standards.</li> <li>Generate spatial analyses, thematic maps, and dynamic visualizations to support risk assessments and disaster response planning.</li> <li>Assist in integrating real-time data feeds into early warning and disaster monitoring systems.</li> <li>Contribute to developing risk models and vulnerability maps for climate-sensitive regions.</li> <li>Build capacity of PDMA staff and DDRMU officials in GIS platforms and applications.</li> <li>Document system architectures, development protocols, and geospatial data standards for institutional continuity.</li> <li>Annual deliverables include: fully functional GIS web platform integrated with DRR systems, centralized and automated geospatial database, at least 3 thematic maps/dashboards, GIS training workshops, and comprehensive technical documentation.</li> </ul>	<p><b>Background &amp; Context</b>  The Senior GIS Developer will provide technical assistance to the Geospatial and Data Analyst Expert, contributing to the design, development, and maintenance of geospatial systems that support disaster risk reduction (DRR) planning and operations in the province. This role is critical given the magnitude of geospatial data needs, coordination requirements, and real-time information management at the provincial level.</p> <p><b>Key Responsibilities</b></p> <p><b>System Development &amp; Technical Support</b></p> <ul style="list-style-type: none"> <li>Develop, customize, and maintain geospatial applications and web-based GIS platforms to support PDMA's DRR operations.</li> <li>Support the Geospatial and Data Analyst Expert in spatial data processing, integration, and automation.</li> <li>Ensure timely and accurate geospatial data visualization, including interactive dashboards, maps, and analysis tools.</li> </ul> <p><b>Data Management &amp; Coordination</b></p> <ul style="list-style-type: none"> <li>Establish protocols for geospatial data collection, validation, storage, and retrieval.</li> <li>Facilitate data sharing and integration across PDMA departments and with external stakeholders.</li> <li>Maintain and upgrade centralized geospatial databases ensuring compatibility with national and global standards.</li> </ul> <p><b>Support for Risk Mapping &amp; Decision-Making</b></p> <ul style="list-style-type: none"> <li>Generate dynamic spatial analyses and visualizations to inform risk assessments and disaster response planning.</li> <li>Assist in real-time data feeds integration for early warning systems and disaster monitoring tools.</li> <li>Contribute to the development of risk models and vulnerability maps for climate-sensitive regions.</li> </ul> <p><b>Capacity Building &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>Train PDMA staff and district officials in the use of GIS tools and platforms.</li> </ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>Fully functional GIS web platform integrated with PDMA's DRR systems.</li> <li>Centralized and updated geospatial database with automated data pipelines.</li> <li>At least 3 thematic maps or dashboards supporting DRR and response operations.</li> <li>GIS training workshops for PDMA staff and partners.</li> <li>Technical documentation for system maintenance and updates.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Reports to: Geospatial &amp; Data Analyst Expert</li> <li>Coordinates with: PDMA IT team, and relevant DRR technical staff</li> </ul>



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			<ul style="list-style-type: none"><li>Reports to Geospatial &amp; Data Analyst Expert; coordinates with PDMA IT team and DRR technical staff.</li><li>Requires proficiency in programming (Python, JavaScript/Leaflet), database management (PostGIS, SQL), GIS tools (ArcGIS, QGIS), APIs, cloud-hosted services, and web-based GIS applications.</li><li>Must demonstrate strong coordination, documentation, and problem-solving skills under pressure.</li></ul>	<ul style="list-style-type: none"><li>Document system architectures, development protocols, and data standards.</li></ul>	
10.	<b>DMIS Officer</b>  <b>No of Post: 01</b>  <b>Max Age: 35 years</b>	<b>Qualification:</b> Bachelor's degree in computer science, Software Engineering, Information Technology and cyber security management  <b>Experience:</b> Minimum of 4 years of progressive experience  At least 3 years' experience in Dashboard related software is mandatory.	<ul style="list-style-type: none"><li>Play a critical role in ensuring the efficient collection, management, analysis, and dissemination of disaster-related data to enhance evidence-based decision-making.</li><li>Manage and update the central Disaster Management Information System (DMIS), ensuring secure backups, version control, and data reliability.</li><li>Implement standardized data collection formats and protocols across PDMA and partner organizations.</li><li>Work with developers to customize DMIS functionalities to local disaster risk contexts and ensure the platform is user-friendly.</li><li>Troubleshoot technical/system issues and coordinate enhancements or upgrades.</li><li>Implement cybersecurity best practices, including data encryption, user access control, incident response, and compliance with international standards.</li><li>Conduct routine vulnerability assessments, audits, and timely software patching to safeguard data integrity, confidentiality, and availability.</li><li>Provide training and capacity-building sessions for PDMA, DDRMU, and partner staff on DMIS usage, data entry, and cybersecurity protocols.</li><li>Facilitate coordination and data-sharing with line departments, NGOs, humanitarian partners, and international stakeholders while ensuring data protection compliance.</li><li>Analyze disaster/emergency data and produce dashboards, reports, and</li></ul>	<p><b>Background &amp; Context</b> The Disaster Management Information System (DMIS) Officer will play a critical role in ensuring the efficient collection, management, analysis, and dissemination of disaster-related data. This role is central to enhancing evidence-based decision-making within PDMA and improving coordination between government entities and humanitarian partners. The Officer will support the customization, implementation, and daily operation of DMIS to ensure its effectiveness in real-time disaster risk reduction and response. In addition, the Officer will ensure that data security and privacy protocols are adhered to, protecting sensitive information from cyber threats and ensuring system resilience against disruptions.</p> <p><b>Key Responsibilities</b></p> <p><b>Data Collection and Management</b></p> <ul style="list-style-type: none"><li>Implement standardized formats and protocols for data collection across PDMA and partner organizations.</li><li>Ensure the timely, accurate, and reliable collection of disaster-related data from multiple stakeholders, including government departments and NGOs.</li><li>Maintain and regularly update the central DMIS database with proper version control and secure backups.</li></ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"><li><b>Operational and Secure DMIS Platform:</b> Fully functional, regularly updated, and customized to provincial needs, with implemented cybersecurity measures and routine security audits.</li><li><b>Data Analysis &amp; Insights:</b> Quarterly and annual disaster data analysis reports, including risk trend visualizations and recommendations for early action.</li><li><b>Capacity Building:</b> Training workshops (including cybersecurity awareness and data protection protocols) conducted for PDMA, DDRMU, and stakeholder staff.</li><li><b>Data-Sharing &amp; Cybersecurity Protocols:</b> Established and operational data-sharing mechanisms with partners, aligned with privacy, confidentiality, and cybersecurity standards.</li><li><b>Policy &amp; Strategic Inputs:</b> Policy briefs and recommendations developed based on disaster trends, system analytics, and emerging risks, including recommendations for digital resilience.</li></ul> <p><b>Reporting</b></p> <p><b>Reports to:</b> Director DRR</p> <p><b>Coordinates closely with:</b> GIS, Data Analytics, ICT, Communications, Cybersecurity/IT teams, and relevant DRR units, as well as external data-sharing partners and humanitarian clusters.</p> <p><b>Technical Proficiency:</b></p>



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			<ul style="list-style-type: none"><li>visualizations to support planning, early action, and emergency response.</li><li>Contribute to After Action Reviews (AARs) and lessons learned exercises with data-driven insights.</li><li>Provide evidence-based policy inputs and recommendations for resilience planning, contingency programming, and cybersecurity policies.</li><li>Annual deliverables include:</li><li>Fully operational and secure DMIS platform with regular updates and security audits.</li><li>Quarterly and annual disaster data analysis reports with risk visualizations and early action recommendations.</li><li>Training workshops on DMIS, data management, and cybersecurity awareness.</li><li>Established data-sharing protocols aligned with privacy and cybersecurity standards.</li><li>Policy briefs with recommendations on emerging risks and digital resilience.</li><li>Reports to Director DRR; coordinates with GIS, Data Analytics, ICT, Communications, Cybersecurity/IT teams, and external data-sharing partners.</li><li>Requires technical proficiency in database management (SQL, PostgreSQL), data visualization tools (Power BI, Tableau), web-based platforms, CMS, APIs, and cybersecurity principles.</li><li>Must demonstrate strong analytical skills, inter-agency coordination experience, training/facilitation ability, and adaptability to evolving disaster contexts</li></ul>	<p><b>System Customization and Support</b></p> <ul style="list-style-type: none"><li>Work with technical developers to customize DMIS functionalities in alignment with local requirements and evolving disaster risk contexts.</li><li>Ensure the system is user-friendly and accessible to internal staff and external partners.</li><li>Troubleshoot system-related issues and coordinate improvements or enhancements.</li></ul> <p><b>Cyber security and Data Protection</b></p> <ul style="list-style-type: none"><li>Implement cybersecurity best practices to safeguard DMIS data from unauthorized access, breaches, or cyberattacks.</li><li>Regularly monitor system security, perform vulnerability assessments, and ensure compliance with government and international data protection standards.</li><li>Coordinate with IT/security teams to maintain secure network access, manage user permissions, and deploy timely software patches and updates.</li><li>Develop and enforce data confidentiality, integrity, and availability protocols to ensure system resilience during disasters.</li></ul> <p><b>Technical Training and Capacity Building</b></p> <ul style="list-style-type: none"><li>Develop training manuals and conduct hands-on sessions for PDMA staff, DDRMU staff, and stakeholders on DMIS usage, data entry, and cybersecurity protocols.</li><li>Build long-term institutional capacity for secure data management through regular refreshers and technical support.</li></ul> <p><b>Coordination with Stakeholders</b></p> <ul style="list-style-type: none"><li>Serve as a liaison between PDMA and national/international data-sharing partners.</li><li>Facilitate coordination and data exchange with relevant line departments, NGOs,</li></ul>	<ul style="list-style-type: none"><li>Database design and management (e.g., SQL, PostgreSQL).</li><li>Data visualization and dashboard tools (e.g., Power BI, Tableau).</li><li>Web-based platforms, CMS tools, and APIs for data integration.</li><li>Cybersecurity principles, including data encryption, access control, and incident response.</li></ul> <p><b>Analytical Skills:</b> Strong ability to transform raw data into actionable insights for decision-makers.</p> <p><b>Coordination Skills:</b> Proven ability to work collaboratively across government agencies, NGOs, and international partners.</p> <p><b>Soft Skills:</b> Strong communication, training facilitation, and capacity-building abilities to support institutional learning and secure data practices.</p> <p><b>Adaptability:</b> Ability to work in fast-paced, multi-sectoral environments and respond quickly to evolving disaster contexts.</p>



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				<p>and humanitarian organizations while ensuring compliance with data-sharing and cybersecurity standards.</p> <p><b>Reporting and Data Analysis</b></p> <ul style="list-style-type: none"> <li>Analyze disaster and emergency data to produce insights for strategic planning and early action.</li> <li>Prepare analytical reports, dashboards, and situation updates to support informed decision-making.</li> <li>Contribute to After Action Reviews (AARs) and lessons learned exercises through data-driven insights.</li> </ul> <p><b>Support for Policy and Strategic Planning</b></p> <ul style="list-style-type: none"> <li>Utilize data to identify emerging risks and inform DRR and emergency response policies.</li> </ul> <p>Provide evidence-based recommendations to enhance resilience planning, contingency programming, and cybersecurity policies for DRM systems</p>	
11.	<p><b>Content Developer/ Creator</b></p> <p><b>No of Post: 01</b></p> <p><b>Max Age: 35 years</b></p>	<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>	<ul style="list-style-type: none"> <li>Develop original and context-specific content in Urdu, Sindhi, and English for websites, blogs, social media, public awareness campaigns, early warning messages, and outreach materials.</li> <li>Ensure inclusivity, accessibility, and tailoring of content for diverse audiences including rural, urban, youth, and marginalized communities.</li> <li>Apply SEO best practices such as keyword research and metadata optimization to enhance visibility of PDMA's digital content.</li> <li>Monitor and analyze content performance using digital analytics tools.</li> <li>Use CMS platforms (WordPress, Drupal, etc.) to publish, format, and update web content efficiently.</li> <li>Maintain a content calendar ensuring timely updates and consistency in tone, voice, and quality.</li> <li>Contribute to the development of a comprehensive content strategy aligned with DRR communication objectives.</li> </ul>	<p><b>Background &amp; Context</b> Effective communication is vital for enhancing public awareness, promoting disaster preparedness, and ensuring timely dissemination of early warning messages. The Content Development Specialist will be responsible for creating and managing engaging, accurate, and inclusive content in English, Urdu, and Sindhi Languages to support the DRR Wing's strategic goals across digital and print platforms, with a focus on local language adaptation.</p> <p><b>Key Responsibilities</b> <b>Content Creation &amp; Localization</b></p> <ul style="list-style-type: none"> <li>Develop original and context-specific content in <b>Urdu, Sindhi, and English</b> for websites, blogs, social media, public awareness campaigns, early warning messages, and outreach materials.</li> <li>Ensure that content is <b>inclusive, accessible</b>, and tailored to various audience segments including rural, urban, youth, and marginalized communities.</li> </ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>Multilingual monthly content packages / DRR Bulletins, developed for public awareness and DRR campaigns.</li> <li>A content strategy document/IEC toolkit for digital and early warning communications.</li> <li>Monthly updates to PDMA's website and social media platforms.</li> <li>SEO performance reports and website traffic analytics.</li> <li>Repository of approved and updated DRR content aligned with current program priorities.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Reports to the Climate Change Specialist, Anticipatory Actions Specialist, and Community Engagement, Gender &amp; Social Inclusion Advisor.</li> <li>Coordinates closely with Director DRR, Director Operations, IT, DDRMU officials, and partner NGOs.</li> </ul>



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			<ul style="list-style-type: none"><li>Assist in designing campaign messaging and content guidelines for risk communication and early warnings.</li><li>Collaborate with designers, communication officers, program specialists, and IT staff to develop integrated content packages.</li><li>Participate in content review and approval processes.</li><li>Deliver multilingual monthly content packages/DRR bulletins for public awareness and campaigns.</li><li>Prepare a content strategy document/IEC toolkit for digital and early warning communication.</li><li>Provide monthly updates to PDMA's website and social media platforms.</li><li>Generate SEO performance reports and analyze website traffic analytics.</li><li>Maintain a repository of approved and updated DRR content aligned with program priorities.</li><li>Report to Climate Change Specialist, Anticipatory Actions Specialist, and Community Engagement, Gender &amp; Social Inclusion Advisor.</li><li>Coordinate with Director DRR, Director Operations, IT teams, DDRMU officials, and partner NGOs.</li><li>Hold a Bachelor's or Master's degree in Mass Communication, Journalism, Digital Media, Linguistics, or related field.</li><li>Demonstrate proven SEO writing experience and excellent writing/editing skills in English, Urdu, and Sindhi.</li><li>Show familiarity with risk communication and community outreach methodologies.</li><li>Adapt content effectively across various digital formats and diverse audience groups.</li></ul>	<b>SEO &amp; Digital Optimization</b> <ul style="list-style-type: none"><li>Apply <b>Search Engine Optimization (SEO)</b> best practices, including keyword research and metadata optimization, to enhance visibility of PDMA's content.</li><li>Monitor and evaluate digital content performance using analytics tools.</li></ul> <b>Content Management</b> <ul style="list-style-type: none"><li>Use Content Management Systems (<b>CMS</b>) such as WordPress, Drupal, or other relevant platforms to <b>publish, format, and update</b> web content efficiently.</li><li>Maintain a content calendar and ensure timely updates and consistency in tone, voice, and quality across platforms.</li></ul> <b>Strategic Communication Planning</b> <ul style="list-style-type: none"><li>Contribute to the development of a <b>comprehensive content strategy</b> aligned with DRR communication objectives, target audiences, and dissemination channels.</li><li>Assist in the design of campaign messaging and content guidelines for risk communication and early warnings.</li></ul> <b>Team Collaboration</b> <ul style="list-style-type: none"><li>Work closely with <b>designers, communication officers, program specialists</b>, and IT staff to develop integrated content and media packages.</li></ul> <p>Participate in the review and approval process for communication products.</p>	



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12.	<b>District DRR Coordinator</b>  <b>No of Post: 03</b>  <b>Max Age: 35 years</b>	<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  <b>Experience:</b> Minimum of 4 years of progressive experience.  At least 3 years' experience in Dashboard related software is mandatory.	<ul style="list-style-type: none"> <li>• Lead district-level DRR and emergency response planning, implementation, and oversight.</li> <li>• Develop and update multi-hazard contingency and emergency response plans.</li> <li>• Train government officials, CSOs, and communities on disaster preparedness and response.</li> <li>• Facilitate multi-hazard risk assessments, hazard mapping, and vulnerability analyses.</li> <li>• Strengthen coordination with line departments, NGOs, humanitarian partners, and local authorities.</li> <li>• Build institutional and community capacity for disaster risk management.</li> <li>• Support DDMA in emergency response operations and activate coordination structures during disasters.</li> <li>• Integrate DRR principles into district development, response, and recovery efforts.</li> <li>• Monitor, evaluate, and document DRR initiatives, lessons learned, and progress.</li> <li>• Report to PDMA during peace time and to DDMA/Director Operations during emergencies.</li> </ul>	<p><b>Background &amp; Context</b>  The District DRR Coordinator will lead the planning, implementation, and oversight of disaster risk reduction (DRR) and emergency response initiatives within the assigned district. Operating under the direct supervision of the Deputy Commissioner during emergencies and under PDMA's Director DRR during peace time, the coordinator will play a pivotal role in institutionalizing local-level disaster preparedness, resilience building, and risk-informed development practices aligned with provincial and national frameworks.</p> <p><b>Key Responsibilities</b>  <b>Disaster Preparedness &amp; Risk Reduction Planning</b></p> <ul style="list-style-type: none"> <li>• Design and deliver training programs on disaster preparedness for district stakeholders including government officials, CSOs, and communities.</li> <li>• Formulate and periodically update district-level emergency response plans and hazard-specific contingency plans.</li> <li>• Promote a comprehensive, cross-sectoral approach to managing disaster risks, integrating resilience into development efforts.</li> </ul> <p><b>Stakeholder Engagement &amp; Multi-Hazard Risk Assessments</b></p> <ul style="list-style-type: none"> <li>• Collaborate with line departments, NGOs, humanitarian agencies, and local authorities to support risk-informed planning and preparedness.</li> <li>• Facilitate community-based and institutional assessments, risk modeling, and hazard mapping through participatory and scientific methods.</li> <li>• Mobilize and train local actors to conduct multi-hazard disaster risk analyses and vulnerability assessments.</li> </ul> <p><b>Cybersecurity and Data Protection</b></p> <ul style="list-style-type: none"> <li>• Implement cybersecurity best practices to safeguard DMIS data from unauthorized access, breaches, or cyberattacks.</li> <li>• Regularly monitor system security, perform vulnerability assessments, and</li> </ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>• Updated multi-hazard district disaster risk management plan.</li> <li>• At least three training sessions conducted on DRM and emergency planning.</li> <li>• Bi-annual stakeholder coordination meetings facilitated and documented.</li> <li>• District-level DRR and emergency response database maintained and updated.</li> <li>• Annual district DRR progress and evaluation report submitted to PDMA and DDMA.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Reports to Director DRR (PDMA) during non-emergency/peace time</li> <li>• Reports to Deputy Commissioner/Chairperson DDMA and Director Operations during emergency operations</li> </ul>



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				<p>ensure compliance with government and international data protection standards.</p> <ul style="list-style-type: none"><li>Coordinate with IT/security teams to maintain secure network access, manage user permissions, and deploy timely software patches and updates.</li><li>Develop and enforce data confidentiality, integrity, and availability protocols to ensure system resilience during disasters.</li></ul> <p><b>Capacity Building &amp; Institutional Strengthening</b></p> <ul style="list-style-type: none"><li>Conduct capacity needs assessments for local agencies and first responders.</li><li>Design and implement training modules and manuals tailored to district needs.</li><li>Lead district-level capacity-building initiatives to enhance institutional readiness in disaster risk management (DRM).</li></ul> <p><b>Emergency Response Coordination</b></p> <ul style="list-style-type: none"><li>Support DDMA in managing, administering, and monitoring district-level emergency response activities.</li><li>Activate coordination structures during disasters to ensure timely, effective, and inclusive response.</li><li>Monitor and document post-disaster lessons learned and best practices.</li></ul> <p><b>DRR Mainstreaming &amp; Monitoring</b></p> <ul style="list-style-type: none"><li>Integrate DRR principles into emergency response and recovery efforts.</li><li>Track and evaluate the impact and effectiveness of DRR and emergency interventions.</li></ul> <p>Recommend and implement improvements in local DRR programming based on evidence and learning.</p>	
13.	<b>GIS Assistant</b>  <b>No of Post: 03</b>  <b>Max Age: 30 years</b>	<b>Qualification:</b> BS degree from recognized university in any of the following areas:  Geography, Space Science & Technology, Geographical Information Systems (GIS) ,	<ul style="list-style-type: none"><li>Maintain and update the district's Disaster Management Information System (DMIS) with hazard maps, vulnerability data, and disaster records.</li><li>Ensure accuracy, reliability, and quality standards of spatial and disaster-related data.</li></ul>	<p><b>Background &amp; Context</b></p> <p>The GIS Assistant will support the District Disaster Management Authority (DDMA) through the DRR Coordinator by managing the spatial data and geographic information needs of the district. This role is essential in ensuring data-driven decision-making, enhancing the accuracy of risk assessments, and contributing to planning and emergency response efforts.</p>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"><li>Updated annually mapping of hazards, vulnerable areas, and critical infrastructure under the guidance of provincial GIS expert.</li><li>Maintenance of all geospatial layers in DMIS (e.g., roads, schools, health centers, evacuation routes) under the guidance of provincial DMIS officer.</li></ul>



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		<p>Geoinformatics, Geomatics, Geography and GIS &amp; Remote Sensing</p> <p><b>Experience:</b> Minimum of 2 years of progressive experience</p> <p>At least 1 years' experience in GIS related software is mandatory.</p>	<ul style="list-style-type: none"><li>Integrate DMIS with government and partner information systems to support interoperability.</li><li>Implement cybersecurity measures, conduct vulnerability scans, and ensure compliance with national/international data protection standards.</li><li>Train DDMA staff, line departments, and local stakeholders on DMIS usage, spatial analysis, and data entry.</li><li>Provide technical support, troubleshoot system issues, and maintain documentation, manuals, and backup protocols.</li><li>Produce analytical reports, maps, and dashboards to support risk assessments, planning, and emergency response.</li><li>Support real-time geospatial analysis and mapping during disaster events for rapid decision-making.</li><li>Collaborate with PDMA, emergency responders, and partners to harmonize data-sharing and support contingency planning.</li><li>Report to the District DRR Coordinator and coordinate with PDMA DRR Wing and district stakeholders.</li></ul>	<p><b>Key Responsibilities</b></p> <p><b>DMIS &amp; Data Management</b></p> <ul style="list-style-type: none"><li>Maintain and regularly update the district's Disaster Management Information System (DMIS) to meet DDMA's operational needs.</li><li>Oversee the collection, verification, and storage of district-specific disaster data, including hazard mapping, vulnerability assessments, and historical disaster records.</li><li>Ensure data accuracy, reliability, and adherence to quality standards in DMIS management.</li></ul> <p><b>System Integration &amp; Interoperability</b></p> <ul style="list-style-type: none"><li>Collaborate with relevant line departments and partner agencies to integrate DMIS with existing governmental and inter-agency information systems.</li><li>Support seamless data flow, mapping synchronization, and interoperability across platforms.</li></ul> <p><b>Data Protection &amp; Cybersecurity:</b></p> <p>Implement and monitor cybersecurity measures, including firewalls, endpoint security, intrusion detection, and data encryption.</p> <p>Conduct regular vulnerability scans, risk assessments, and penetration tests to identify and address security gaps.</p> <p>Ensure compliance with national cybersecurity policies and international best practices for data privacy and protection.</p> <p>Monitor system logs and responds to cybersecurity incidents promptly, minimizing downtime and data loss.</p> <p><b>Capacity Building &amp; Training</b></p> <ul style="list-style-type: none"><li>Conduct hands-on training sessions for DDMA staff, government line departments, and local stakeholders on DMIS usage, data entry, spatial analysis, and report generation.</li><li>Build local capacity to enhance data-driven planning and operational readiness.</li></ul> <p><b>Technical Support &amp; Documentation</b></p> <ul style="list-style-type: none"><li>Provide user support, resolve system-related issues, and ensure smooth DMIS functionality across departments.</li></ul>	<ul style="list-style-type: none"><li>Document GIS support provided to district stakeholders.</li><li>Assist DRR coordinator and line department for development of contingency planning, awareness campaigns, or logistics.</li><li>Ensure GIS data accuracy and integrity (quarterly audits).</li><li>Real-Time Mapping – Affected areas, damage layers, response routes.</li><li>Satellite Imagery Analysis – Support assessments with visual and geospatial overlays.</li></ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"><li>Reports to the District DRR Coordinator.</li><li>Works in coordination with the PDMA DRR Wing and relevant district stakeholders.</li></ul>



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				<ul style="list-style-type: none"><li>Maintain comprehensive technical documentation including user manuals, backup procedures, and troubleshooting guides.</li></ul> <p><b>Reporting, Security, &amp; Analysis</b></p> <ul style="list-style-type: none"><li>Produce regular analytical and graphical reports (e.g., risk maps, dashboards) to support planning, preparedness, and emergency operations.</li><li>Ensure implementation of cybersecurity protocols to safeguard sensitive disaster-related data.</li><li>Support real-time data analysis during emergencies to inform rapid decision-making.</li></ul> <p><b>Collaboration &amp; Emergency Integration</b></p> <ul style="list-style-type: none"><li>Coordinate with PDMA, emergency responders, and development partners to harmonize information-sharing protocols.</li><li>Assist emergency teams during crisis periods with real-time geospatial data and field-level insights.</li></ul>	
14.	<b>Store Manager</b>  <b>No of Post: 03</b>  <b>Max Age: 30 years</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)	<ul style="list-style-type: none"><li>Manage and oversee inventory of emergency stock (food, NFI kits, tents, medicines, tools).</li><li>Record, receive, and dispatch items with proper documentation and inventory software.</li><li>Maintain updated stock registers (manual and digital) and submit monthly reports to PDMA.</li><li>Coordinate with DRR Coordinator and Deputy Commissioner for emergency supply dispatch.</li><li>Ensure safe storage conditions and compliance with warehouse safety protocols.</li><li>Facilitate regular stock audits, inspections, and maintain audit readiness.</li><li>Report damages, losses, or pilferage immediately with incident documentation.</li><li>Prepare annual replenishment proposals for emergency stock.</li><li>Provide monthly stock and emergency dispatch reports to PDMA.</li><li>Report to Director Operations during peace time and to Deputy Commissioner/Director Operations during emergencies.</li></ul>	<p><b>Background &amp; Context</b> To ensure efficient management, security, and accountability of emergency supplies and equipment provided by PDMA in the district warehouse, the position for District Store Manager is created.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>Oversee inventory of emergency stock including food, NFI kits, tents, medicines, tools, etc.</li><li>Ensure timely recording, receipt, and dispatch of items using proper documentation and inventory software.</li><li>Maintain updated stock registers (manual and digital) and submit monthly reports to PDMA.</li><li>Coordinate with the DRR Coordinator and Deputy Commissioner during emergencies for timely dispatch of supplies.</li><li>Ensure proper storage conditions and safety protocols.</li><li>Facilitate stock audits and inspections.</li><li>Report damages, losses, or pilferage immediately.</li></ul>	<p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"><li>Monthly stock reports</li><li>Emergency dispatch reports</li><li>Stock audit readiness</li><li>Incident/damage/loss reports</li><li>Annual replenishment proposal</li></ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"><li>Reports to the DDRC.</li></ul>



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15.	<b>Emergency Response Assistant</b>  <b>No of Post: 19</b>  <b>Max Age: 30 years</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> <ul style="list-style-type: none"> <li>• Minimum 2 years working experience in disaster, emergency and call center related fields.</li> <li>• Computer skills will be preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Provide 24/7 support to the Provincial/ District Emergency Operations Center (DEOC/POEC) during emergencies, following defined SOPs.</li> <li>• Maintain communication and coordination with PDMA/DDMA's, line departments, first responders, and humanitarian partners.</li> <li>• Receive, log, and forward complaints and alerts to relevant agencies for immediate action.</li> <li>• Compile and share daily situation reports, damage/loss assessments, and relief tracking updates.</li> <li>• Assist in contingency planning, simulation exercises, mock drills, and awareness campaigns during peace time.</li> <li>• Maintain and update dashboards, complaint registry, and official social media/website channels.</li> <li>• Routinely test and maintain emergency communication and alert systems.</li> <li>• Prepare briefing notes, reports, and technical presentations for district and provincial stakeholders.</li> <li>• Liaise with relevant stakeholders and support the integration of science and technology in disaster preparedness.</li> </ul>	<p><b>Background &amp; Context</b>  To strengthen coordination, communication, and information-sharing across all tiers of government, the Provincial Disaster Management Authority (PDMA) Sindh is enhancing its own and District Emergency Operations Centers (DEOCs/POEC) operating under the District Disaster Risk Management Units (DDRMs). The PEOC &amp; DEOCs will function 24/7 [Shift based] to ensure timely decision-making, situational awareness, and coordinated emergency response in collaboration with national, provincial, and district stakeholders.</p> <p>The Emergency Response Assistant (ERA) will support the DRR Coordinator in managing real-time emergency response operations, maintaining situational awareness, and ensuring the efficient functioning of the DEOC/POEC. This includes supporting planning, preparedness, response, relief, and recovery processes during emergencies, as well as strengthening disaster readiness during peace time.</p> <p><b>Key Responsibilities</b>  <b>During Emergency Operations</b></p> <ul style="list-style-type: none"> <li>• Provide 24/7 support to the P/ DEOC in managing emergency response activities under defined SOPs.</li> <li>• Maintain constant communication and coordination with PDMA, line departments, first responders, and humanitarian agencies.</li> <li>• Receive and log complaints and alerts; coordinate with relevant agencies for immediate response.</li> <li>• Compile, maintain, and share daily <b>situation reports, damage and loss reports, and initial needs assessments</b>.</li> <li>• Support the preparation and dissemination of <b>relief distribution tracking reports</b>.</li> <li>• Assist in the collection, verification, and analysis of emergency data, including satellite imagery and GIS products.</li> <li>• Support <b>search and rescue, safe evacuation, and first response coordination</b> in collaboration with DDMA and other line departments.</li> <li>• Manage and update official social media accounts and coordinate timely website updates to inform the public.</li> </ul>	<p><b>Annual Key Deliverables</b></p> <ul style="list-style-type: none"> <li>• Daily situation reports and relief distribution logs during emergency events.</li> <li>• Shall assist in activities of District Emergency Operation Center.</li> <li>• Updated contingency and emergency response plans for the district.</li> <li>• Periodic training, awareness session reports, and documentation.</li> <li>• Up-to-date DEOC dashboard and complaint registry.</li> <li>• Reports on simulations, drills, and emergency preparedness assessments.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Reports to the DRR Coordinator during peace time.</li> <li>• Reports to the Deputy Commissioner/DDMA Chair during emergency situations.</li> <li>• PEOC Emergency Response Assistant Reports to the Deputy Director Operation through emergency officer</li> </ul>



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				<p><b>During Peace/Normal Time</b></p> <ul style="list-style-type: none"><li>• Assist in the <b>digitalization of disaster-related datasets</b> and integration with DMIS.</li><li>• Support the development of district <b>emergency contingency plans</b>, protocols, and resource maps.</li><li>• Coordinate and participate in <b>simulation exercises, mock drills, and public awareness campaigns</b>.</li><li>• Maintain and routinely test emergency communications and alert systems.</li><li>• Facilitate <b>research and development of new tools and methodologies</b> for improved disaster management.</li><li>• Prepare briefing notes, technical reports, and presentations for officials and stakeholders.</li></ul>	
16.	<b>Assistant Store Manager</b>  <b>No of Post: 03</b>  <b>Max Age: 30 years</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.	<ul style="list-style-type: none"><li>• Assist in the receipt, documentation, and dispatch of emergency supplies.</li><li>• Maintain accurate physical and digital inventory records in coordination with the Store Manager.</li><li>• Ensure proper cleanliness, safety, and organization of warehouse facilities.</li><li>• Monitor expiry and damage-prone items, issuing alerts when needed.</li><li>• Support loading, unloading, and mobilization of relief supplies during emergencies.</li><li>• Act as backup to the Store Manager in their absence.</li><li>• Prepare and submit monthly stock reports and emergency dispatch updates.</li><li>• Maintain readiness for audits and inspections of warehouse stock.</li><li>• Report incidents of damage, loss, or pilferage immediately.</li><li>• Report to the Store Manager and DRR Coordinator for operational coordination.</li></ul>	<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Assist in receipt, recording, and dispatch of supplies.</li><li>• Maintain physical and digital inventory in coordination with the Store Manager.</li><li>• Ensure cleanliness, safety, and organization within the warehouse.</li><li>• Track expiry and damage-prone items; prepare alerts.</li><li>• Support loading/unloading and emergency mobilization efforts.</li></ul> <p>Act as backup in Store Manager's absence.</p>	<p><b>Key Deliverables:</b></p> <ul style="list-style-type: none"><li>• Monthly stock reports</li><li>• Emergency dispatch reports</li><li>• Stock audit readiness</li><li>• Incident/damage/loss reports</li><li>• Annual replenishment proposal</li></ul> <p><b>Reporting</b></p> <p>Reports to the Store Manager and DRR Coordinator.</p>



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17.	<b>Data Processing Assistant</b>  <b>No of Post: 10</b>  <b>Max Age: 30 years</b>	<b>Qualification:</b> Bachelor's degree in Computer Science, Information Technology (IT), Data Science, Public Administration, Data Management, Mathematics, Statistics or a related field.  <b>Experience:</b> Minimum 2 years of relevant work experience in data entry, processing, or information management.	<ul style="list-style-type: none"><li>Collect and consolidate disaster-related data from districts, partners, and line departments.</li><li>Clean, validate, and standardize datasets for accuracy and consistency.</li><li>Maintain updated data repositories, dashboards, and information systems.</li><li>Generate data summaries, charts, infographics, and situation reports.</li><li>Support GIS and DMIS teams with prepared datasets and analysis inputs.</li><li>Ensure confidentiality, security, and integrity of all disaster-related data.</li><li>Maintain metadata records and version control of datasets.</li><li>Provide regular dashboard updates, monthly reports, and emergency tracking.</li><li>Support contingency and emergency response planning through timely data inputs.</li><li>Support data collection, verification, and analysis, including satellite imagery and GIS products.</li></ul>	<b>Background &amp; Context</b> To support timely collection, entry, processing, and reporting of disaster-related data to ensure accurate and actionable information is available for emergency response, risk analysis, and planning.  Data Processing Assistants will work on shift base work 24/7 with emergency Assistants <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>Receive and consolidate field data from districts, partners, and line departments (e.g., damage assessments, need assessments, relief distribution data).</li><li>Clean, validate, and standardize datasets for further analysis.</li><li>Maintain and update data repositories, dashboards, and information systems.</li><li>Assist in generating data summaries, situation reports, charts, and infographics.</li><li>Support GIS and DMIS staff in preparing data layers, analysis inputs, and visualizations.</li><li>Ensure confidentiality and data security protocols are followed.</li><li>Maintain metadata records and version control for datasets.</li></ul> Work closely with the DMIS team for periodic reporting and monitoring.	<b>Annual Key Deliverables:</b> <ul style="list-style-type: none"><li>Daily/weekly data updates to dashboards</li><li>Updated contingency and emergency response plans for the district.</li><li>Monthly situation tracking reports</li><li>Cleaned datasets for GIS/IM team</li><li>Support in quarterly and emergency reports</li><li>Data backup and archiving logs</li></ul> <b>Reporting</b> <ul style="list-style-type: none"><li>Reports to the Emergency Officer and coordinate with the IT/GIS teams.</li></ul>



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NO	Position Name	Qualification / Experience	Job Description	Key Responsibilities:	Annual Key Deliverables
18.	<b>IT Assistant</b>  <b>No of Post: 01</b>  <b>Max Age: 30 years</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	<ul style="list-style-type: none"><li>Collect and consolidate disaster-related data from districts, partners, and line departments.</li><li>Clean, validate, and standardize datasets for accuracy and consistency.</li><li>Maintain updated data repositories, dashboards, and information systems.</li><li>Generate data summaries, charts, infographics, and situation reports.</li><li>Support GIS and DMIS teams with prepared datasets and analysis inputs.</li><li>Ensure confidentiality, security, and integrity of all disaster-related data.</li><li>Maintain metadata records and version control of datasets.</li><li>Provide regular dashboard updates, monthly reports, and emergency tracking.</li><li>Support contingency and emergency response planning through timely data inputs.</li><li>Maintain and update all IT related equipment hardware and software's of DMIS</li></ul>	<p><b>Background &amp; Context</b> To provide technical and operational support for maintaining IT infrastructure, communication systems, and information security for uninterrupted functionality of the PEOC and its digital services. This role is critical in safeguarding PDMA's digital assets and ensuring cybersecurity measures are in place to protect sensitive disaster-related data and maintain system resilience.</p> <p><b>Key Responsibilities</b></p> <p><b>IT &amp; Systems Management:</b> Oversee and troubleshoot PEOC hardware, software, and network infrastructure, including internet, CCTV, servers, and communications with DDMAs.</p> <p><b>Software &amp; Platforms:</b> Install, configure, and update applications (e.g., DMIS) and maintain websites, data servers, and file-sharing systems.</p> <p><b>Cybersecurity:</b> Implement firewalls, encryption, and endpoint security; run vulnerability scans and risk assessments; ensure compliance with cybersecurity policies; monitor logs and respond to incidents.</p> <p><b>Backup &amp; Recovery:</b> Perform routine data backups, test disaster recovery systems, and maintain access controls for business continuity.</p> <p><b>Asset &amp; Access Management:</b> Assist in managing IT assets, inventory, and user permissions to prevent unauthorized access and ensure accountability.</p> <p><b>Capacity Building:</b> Train PEOC and DDMU staff on IT system usage, cybersecurity hygiene, and incident response protocols.</p>	<p><b>Annual Key Deliverables:</b></p> <ul style="list-style-type: none"><li>Weekly IT system health and update logs</li><li>Incident/issue resolution logs</li><li>IT asset inventory updates</li><li>Quarterly security audit reports</li><li>Backup and system maintenance compliance reports</li></ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"><li>Reports to the Hardware Engineer</li><li>Support to DMIS officer, Emergency Officer and coordinate with the IT/GIS teams..</li></ul>