

**Situation Vacant**  
**Network of Disaster Management Practitioners (NDMP)**

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**Job Description**

**INTERNSHIP POSITION AVAILABLE: 02 NUMBERS**  
**INTERNE (Training and Research Unit)**

**POSITION BASED IN**

NDMP main office situated at DHA-2 Islamabad

**CLIENT'S DETAIL**

Network of Disaster Management Practitioners (NDMP)

Registered with the Security Exchange Commission of Pakistan (SECP) since 2011 under Company Ordinance 1984, The NDMP is pouring valuable contribution in the field of Disaster Risk Reduction with a vision towards "Sustainable Resilience" by incorporating dynamism in curbing vulnerabilities to cope with ever changing disaster patterns. NDMP shares expertise in all spectrum of the Disaster Management through network of experienced, devoted and highly skilled Disaster Management Practitioners from inside and outside Pakistan. NDMP is aiming to link all DRR practitioners through such platform by organizational cooperation, linkages, trainings, conferences, seminars, exposure visits, symposia and data sharing etc. Training and Research is one of NDMP's strength and core area where we are involved in conducting DRR and Climate Change related trainings, seminars and workshops, develop various training toolkits and conduct scientific based research.

**GENDER**

Equal Opportunity Employer

**PROFESSIONAL QUALIFICATION/KNOWLEDGE/ SKILLS/ ABILITIES**

1. Fresh Graduate/Master degree in Social Sciences, Geology, Geography, Environmental Sciences, Disaster Management, Space Sciences, Geo-informatics, or any other relevant field.
2. Verbal/Non-verbal communications
3. Ability to read, understand and explain documents in English and Urdu.
4. Speak clearly, concisely and effectively
5. Listen and follow written and/or oral instructions
6. Availability and approachability
7. Wide range of physical mobility
8. Computer skill

## **MONTHLY STIPEND**

The selected participants will be paying **10,000/- per month with five day a week**. Minimum duration of engagement is three months. Besides NDMP is always supporting interns to attend training courses as participant to build the capacities of interns during internship period.

## **HOW TO APPLY**

- Interested candidates are asked to submit their application by email to [hr@pakndmp.com](mailto:hr@pakndmp.com) by the closing date given below. Applications received after the closing date may not be considered. The application must include (1) a comprehensive Curriculum Vitae, (2). Fresh photo and a (3). Cover letter explaining why you are interested to join for the said internship
- Applications will be screened and short-listed candidates will be invited for an interview. Incomplete or Irrelevant CVs will not be entertained.
- Enquiries regarding the application submission process may be emailed to [hr@pakndmp.com](mailto:hr@pakndmp.com)
- Last date for submission of application is **5 October, 2020 at 1700hrs.**
- Please mark the title of the post applying for in the Subject line

## **ADDITIONAL INFORMATION**

For more information please visit NDMP Website: <http://www.pakndmp.com>