



FEDERAL OMBUDSPERSON SECRETARIAT

For Protection Against Harassment of Women at the Workplace (FOSPAH)

SITUATION VACANT ON CONTRACT BASIS

Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications from qualified and experienced individuals for the following posts at its Head Office, Islamabad, on contract basis, initially for a period of Six (06) Months, (Extendable on the basis of performance).

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	IT Officer (Development)	01	Islamabad – 01	25 - 35	<u>Qualifications:</u> a. Bachelors (4 years) / Masters in Computer Science, Software Engineering/ Development, Information Technology from HEC recognized University. b. Preference will be given to CCNA, CCNP, MCSE, and PMP certifications. <u>Experience:</u> a. Minimum 01 year of post-graduate progressively responsible experience in web development using HTML, CSS, JavaScript, ASP.NET, PHP, SQL Server, MySQL, and mobile application development using React Native, Flutter or other frameworks for building cross-platform applications. b. Experience in designing, developing, implementing, and maintaining high-quality mobile/web applications for various platforms. c. Experience in creating software solutions/ Management Information Systems that help organizations collect, process, store, and analyze data to support decision-making and operational activities at various levels of the organization. d. Experience with third-party libraries, APIs, and integration of external services. e. Solid understanding of web/ mobile UI/UX design principles and best practices. f. Well versed about IT technology in general. <u>Responsibilities:</u> a. Design, develop, implement, and maintain customized e-enabled software solutions for FOSPAH. b. Design, development and testing of the FOSPAH's mobile application. c. Revamp/ design and development of the official website of FOSPAH. d. To provide support in the development,

					testing and implementation of the FOSPAH's CMIS and other customized software solutions. e. Integration of FOSPAH's CMIS with FOSPAH's mobile application.
2.	IT Officer (Database)	01	Islamabad – 01	25 - 35	<u>Qualifications:</u> a. Bachelors (4 years) / Masters in Computer Science, Software Engineering, Information Technology from HEC recognized University. b. Relevant certifications (e.g., Microsoft Certified Database Administrator) preferred. <u>Experience:</u> a. Minimum 01 year of post-graduate experience as a Database Administrator. b. Proficiency in Database Management Systems (DBMS) in Oracle, SQL Server, MySQL, PostgreSQL or MongoDB. c. Strong knowledge of SQL (Structured Query Language) and database scripting languages. d. Familiarity with database backup and recovery tools, performance monitoring tools, and security best practices. e. Experience with database design principles, data modeling, and normalization techniques. f. Well aware of all phases of the Software Development Life Cycle (SDLC) especially design, development, testing and implementation. g. Well versed regarding deployment and installation packages and guidelines for new releases and patches of software systems and applications. h. Technical writing skills, ability to communicate effectively, both orally and in writing. <u>Responsibilities:</u> a. Design, develop, implement and maintain database structures for the Management Information Systems to digitize several operational processes of FOSPAH. b. Design and maintain interactive web databases and web services; design graphics and user interfaces. c. Develop, test, implement and maintain security procedures to protect databases from unauthorized usage. d. Develop, test, implement and maintain complex functions, scripts, stored

					procedures and triggers to support application development. e. Ensure data quality and integrity in databases. f. Modify databases according to requirements and perform testing of modifications. g. Managing remote Servers (Development/ Application/ DB Server etc.)
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INSTRUCTIONS:

1. The candidates fulfilling the above conditions may submit their application form available at link: <https://forms.gle/24QtMjPYhSPV4U956> , within 15-days of publication of this advertisement.
2. Documents may not be attached with the applications; however, original documents will be checked at the time of the interview.
3. Candidates may opt to appear for their online interviews via Zoom/ Skype, if they desire so.
4. No TA/DA shall be admissible, for test/interview.
5. Incomplete applications and those received after due date will not be entertained.
6. Only Shortlisted candidates will be called for test/ interview. The date and time of interview will be communicated through emails/ call/ SMS/ WhatsApp and by post.
7. Decision of FOSPAH regarding eligibility/ short listing of candidate's and selection criteria shall be final.
8. Women, minorities and persons with disabilities are encouraged to apply.
9. The competent authority reserves the right to cancel the recruitment process, increase/ decrease the number of posts, as per requirement against any post at any stage without assigning any reason.
10. The Competent Authority may increase remuneration based on satisfactory performance, during or upon renewal of contract.
11. Contract may be extended purely based on agreement of both parties and subject to satisfactory performance.
12. Age relaxation will be admissible as per Government rules.
13. In case of any query, please contact FOSPAH at Ph: 051-9262952.