



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATION VACANT

Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications from qualified and experienced individuals for the under mentioned posts, for 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.	Communication Officer	01	Islamabad – 01	22-30	<u>Qualifications and Experience:</u> a. Master's degree in Mass Communication/ Media Studies/Journalism. b. 03 year's relevant experience of media reporting, handling Human rights and Women rights issues, SEO writing, social media marketing and digital marketing. c. Experience in the development sector, international platforms, donor agencies, and other INGOs will be given preference. d. Knowledge of Law will also be given preference. <u>Responsibilities:</u> a. To create awareness about Laws/Rules related to protection against Harassment at Workplace and Women's Property Rights. b. Acting as Focal Person to keep liaison and partnership with all public/private organizations, non-profits or community groups sharing common goals, on behalf of FOSPAH. c. Facilitating meetings and cooperation among workforce, agencies and organizations, for creating awareness about harassment and women property rights. d. Assist FOSPAH in reviewing, compiling, and developing monthly, quarterly and yearly reports regarding the outreach activities and quarterly newsletters. e. Lead the designing of communication material including fact sheets, Newsletters, Presentations, Press Releases & other social media content, ad content, etc. f. Develop/ prepare and disseminate awareness materials like pamphlets, banners, Pana flexes, standees, steamers, code of conduct, brochures, flyers and radio & TV content, booklets, guides, etc. g. Writing content for websites, newsletters, brochures, magazines, or other materials, to promote FOSPAH and its activities. h. Proactively develop and publish informative content—including articles, success stories, blogs, and updates—on FOSPAH's official platforms to enhance

					its digital presence and public awareness. Ensure the Organization's visibility on social media platforms like Facebook, YouTube, TikTok, Twitter, Instagram, and WhatsApp, to create engaging content related to FOSPAH and its activities, through visuals, videos and infographics. i. Branding of FOSPAH on all digital, print, and electronic media sources and collaboration with social media influencers or prominent figures. j. To engage universities/colleges for creating awareness among students and faculty/staff about harassment by holding seminars. k. Organizing training workshops, sessions, seminars, webinars and events for the targeted community, to create awareness about Protection against Harassment at Workplace and Women's Property Rights. l. Engaging volunteers from students of universities/ colleges and other community groups by overseeing FOSPAH's Students Ambassador's Program, to help in our outreach efforts and coordinate training activities in and outside FOSPAH and identify prospective resource persons. m. To engage local leaders, chambers of commerce, factory owners, media houses, religious leaders, and other community groups.
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INSTRUCTIONS:

1. The candidates fulfilling the above conditions may apply online through FOSPAH's website, <https://www.fospah.gov.pk/Jobs>, 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 belonging to cities other than Islamabad/Rawalpindi may opt to appear for their online interviews via Zoom, if they so desire.
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 email/ call/ SMS/ WhatsApp and by post.
7. Decision of FOSPAH regarding eligibility/shortlisting of candidates 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 on the basis of satisfactory work performance.
12. Age relaxation will be admissible as per Government rules.
13. In case of any query, please contact FOSPAH at Ph: 051-9262953.