



FEDERAL OMBUDSPERSON SECRETARIAT

For Protection Against Harassment at the Workplace (FOSPAH)

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 on regular basis for its Head Office, Islamabad.

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Deputy Director (Legal)	01	Islamabad– 01	Age Limit: 28-35 years	<u>Qualifications:</u> a) LLB from a HEC recognized university. LLM Preferred. <u>Experience:</u> b) Minimum 06 years of post-qualification standing practice as an Advocate High Court. c) Experience of legal drafting adjudication in government organizations will be given preference. <u>Responsibilities:</u> d) Review complaints, assist in case triage, and draft findings, orders, and recommendations for the Ombudsperson's approval e) Conduct legal research on harassment jurisprudence, property rights matters, and relevant precedents. f) Ensure statutory timelines and procedural fairness are met at every stage g) Assist in drafting subordinate legislation, rules, and internal procedural guidelines h) Prepare legal opinions and briefing notes on emerging legal issues and appellate risk i) Vet all writ petitions and other cases filed before courts, tribunals, and other fora involving FOSPAH j) Liaise with the President's Secretariat on the disposal of representations, under the direction of the Hon'ble Ombudsperson k) Represent, and coordinate outside counsel(s) to represent, FOSPAH in courts, tribunals, and other fora, including preparation of para wise comments, replies, and supporting documentation

					l) Track and report on the status of all pending litigation involving the Office m) Advise on Inquiry Committees and support training by Legal Advisors and enquiry officers n) Develop material and impart trainings on FOSPAH Laws in the outreach and awareness programs by the FOSPAH o) Support legal input for MOUs, partnerships, and international engagements (e.g., OIC Ombudsman Association) p) Supervise the work of Law Officers, Assistant Director (Legal), Assistant Law Officers (ALOs) and Interns. q) Provide input in the Legal Section of FOSPAH annual and other reports. r) Any other duty the Hon'ble Ombudsperson FOSPAH may assign from time to time.
2.	Staff Officer	01	Islamabad– 01	Age Limit: 35-45 years	<u>Qualification:</u> a) Bachelor's degree or 16-year equivalent in Social Sciences or equivalent from a HEC recognized university. <u>Experience:</u> a) Minimum 10 years of experience in administrative capacity b) Minimum five years experience in Staff Officer role in BPS-17 or equivalent in a government Institution. c) Excellent organizational & communication skills. d) Established record of coordination with national and international government and other organizations <u>Responsibilities:</u> a) Perform duties as a Personal Staff Officer (PSO) to Hon'ble Ombudsperson FOSPAH. b) Coordination and liaison with Government offices, corporate and non governmental organizations for official meetings, conferences and seminars of the Hon'ble Ombudsperson FOSPAH, nationally and internationally. c) Compiling briefs, summaries, and background material on issues requiring the Hon'ble Ombudsperson's attention or decision.

					d) Draft and process correspondence; track pending decisions and deadlines e) Support the Communications Department for effective coordination with print and electronic media, including arranging interviews of the Hon'ble Ombudsperson and other media engagements. f) Arranging travel, logistics and security arrangements for visits of the Hon'ble Ombudsperson. g) Any other task/duty, the Hon'ble Ombudsperson FOSPAH may assign from time to time.
3.	Assistant Director (Legal)	01	Islamabad– 01	Age Limit: 22-30 years	<u>Qualification:</u> a) Second class or Grade "C" LLB Degree from a HEC recognized University. <u>Experience:</u> b) Minimum 03 years of post-qualification government department experience. <u>Responsibilities:</u> a) Assist in the review, research, and preparation of departmental cases, including gathering evidence and case-relevant material b) Conduct legal research on harassment jurisprudence, property rights matters, and relevant precedents as directed c) Vet and assist in preparing writ petitions and other cases before courts, tribunals, and other fora involving FOSPAH, and provide support in representation and coordination with counsel d) Provide preliminary legal advice to staff and management as required, under the guidance of the Deputy Director (Legal) e) Assist in drafting and updating SOPs, subordinate legislation, and internal procedural guidelines for compliance and timely case disposal f) Maintain and update the legal case database, ensuring accuracy, timeliness, and quality of case-management input g) Support research on strengthening FOSPAH's governing Acts,

					subordinate legislation, and orders as advised by seniors h) Liaise with the President's Secretariat on the disposal of representations, under the direction of the Deputy Director (Legal) i) Prepare weekly institutional statements and case-disposal statistics for the Ombudsperson j) Coordinate with the Communications and Training teams on dissemination of FOSPAH's mandate and achievements k) Contribute to the development and delivery of training modules, awareness sessions, and outreach activities l) Supervise and oversee the work of legal interns/assistants m) Perform any other duty assigned by the Ombudsperson, Secretary FOSPAH, or Deputy Director (Legal)
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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. Age relaxation will be admissible as per Government rules.
11. In case of any query, please contact FOSPAH at Ph: 051-9262953.