



FEDERAL OMBUDSPERSON SECRETARIAT

For Protection Against Harassment 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 under-mentioned post for its Regional Office at Karachi, on a contract basis initially for a period of One (01) Year (Extendable on the basis of performance).

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Assistant Law Officer	01	Karachi – 01	22-30	<u>Qualifications:</u> Second Class or above Bachelor's Degree from any recognized University in Law. Candidates having higher qualification will be given preference. <u>Experience:</u> - Minimum 1-2 years of relevant legal experience. - The candidate should possess excellent drafting skills and have proficiency in the English language. - Must be able to conduct outreach activities in person and online. - Should have prior legal experience and be well-versed with proceedings before courts and other legal forums. Preference will be given to High Court practice license holders. - Ability to work under pressure, meet deadlines, and deliver assigned tasks within stipulated timelines. <u>Responsibilities:</u> - Conduct legal research on case law, statutes, and comparative jurisprudence to support drafting of orders and legal opinions. - Assist in drafting of orders, notices, and other case-related legal documents under the supervision of the Regional Head/Advisor. - Prepare legal agreements and forms. - Maintain legal files (electronic and paper copy). - Handle legal issues efficiently, ensuring confidentiality of complaints and proceedings. - Monitor the legal file status to ensure appropriate follow-up actions, flow of legal information, and response to the needs of the parties.

					g. Ensure smooth communication amongst the legal team both at the Head Office, Islamabad and all the Regional Offices. h. Conduct and support awareness campaigns. i. Any other tasks assigned by the Regional Head/Advisor, Registrar (FOSPAH), or the Hon'ble Ombudsperson.
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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. No TA/DA shall be admissible for test/interview.
4. Incomplete applications and those received after the due date will not be entertained.
5. 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.
6. Decision of FOSPAH regarding eligibility/shortlisting of candidates and selection criteria shall be final.
7. Women, minorities and persons with disabilities are encouraged to apply.
8. 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.
9. The Competent Authority may increase remuneration based on satisfactory performance, during or upon renewal of contract.
10. Contract may be extended purely on the basis of satisfactory work performance.
11. Age relaxation will be admissible as per Government rules.
12. In case of any query, please contact FOSPAH at Ph: 051-9262953.