



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATION VACANT

Federal Ombudsman Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) requires the services of Pakistani nationals for the under mentioned post/service on contract basis initially for a period of one year (extendable on the basis of performance).

Sr. No.	Name of Post	Post (s)	Qualifications/ Experience	Age	Status of Post	Place of Posting
1	Advisor (International Cooperation and Strategic Guidance)	01	<u>Qualifications / Experience:</u> - A Master's degree in International Relations, Law, Public Administration, Public Policy, Political Science, or a related field from a reputable national or international university. A Ph.D. will be a distinct advantage. - A minimum of 15 years of progressive professional experience in national and international relations, diplomacy, or national and international development, with a proven track record in a similar advisory or coordination role. - Demonstrated experience in dealing with senior officials and diplomats in a multicultural environment. - Excellent understanding of the structure and functioning of national and international organizations and the global governance landscape. <u>Responsibilities:</u> - Identify, establish, and nurture strategic partnerships with national and international ombudsman institutions, regional ombudsman associations (e.g., IOI, AOA, EOA, AOM), and other relevant national and international bodies (e.g., UN agencies, World Bank etc). - Serve as the primary liaison for all national and international correspondence and diplomatic engagements. - Represent FOSPAH at national and international conferences, seminars, and working groups, effectively communicating the institution's work and priorities. - Develop and implement a comprehensive national and international engagement strategy for FOSPAH. - Coordinate and facilitate Memoranda of Understanding	Above 55 years	Contract	Islamabad

			(MoUs) and other cooperative agreements with partner institutions. f. Manage all aspects of incoming and outgoing national and international delegations, including visit programs, logistics, and high-level meetings. g. Develop relationships with key national institutions. h. Produce and guide articles, papers and other communication products to highlight FOSPAH's workplace. i. Advise FOSPAH leadership on the potential adoption and adaptation of national and international best practices to the local context in all aspects of its work. j. Lead innovation in legal and admin processes, including digitization of processes. k. Oversee compliance strategy and Inspections by FOSPAH team. l. Organize national and international webinars, workshops, and joint research projects with partner institutions. m. Capacity building of national organizations (public and private) for awareness of the 2010 Act and 2020 Act. n. Prepare high-quality reports, briefing notes, speeches, and presentations for the Federal Ombudsman on national and international matters. o. Enhance FOSPAH's national and international visibility by contributing to global publications, journals, and the national and international sections of FOSPAH's website and annual report. p. Advocate for FOSPAH's interests and perspectives within national and international forums. q. Explore opportunities for FOSPAH to play a leadership role in regional, national and international ombudsman networks. r. Any other duty, assigned by the Honorable Ombudsperson FOSPAH			
--	--	--	---	--	--	--

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 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 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.
14. Job description is attached with the advertisement for reference.