



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATIONS VACANT

Federal Ombudsman 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.	Assistant Registrar	01	Islamabad – 01 Peshawar – 01 Multan – 01	22-40	<u>Qualifications:</u> Second Class Bachelor's Degree from any recognized University in Law. Candidates having higher qualification will be given preference. <u>Experience:</u> a. The candidate should possess excellent drafting skills and be proficient in the English language. b. Must demonstrate research skills on legal and social issues c. Should have prior legal experience and be well-versed with proceedings before courts and other legal forums. <u>Responsibilities:</u> a. Assist the Registrar Office and the Advisors in Women's Harassment and Property cases. b. Liaise with applicants and lawyers for provision of legal aid to needy parties, upon direction from the Registrar. c. Case File preparation, management and continuous updating, with proper documentation including briefs, indexation, page marking, updates on case proceeding etc. d. Support Registrar with initial scrutiny of complaints and documentation for the file. e. Communicate documents to the Parties through email and WhatsApp. f. Review case lists for hearing and ensure parties and authorities are apprised for appearance and reports. g. Attend proceedings and take note of the discussions/directions of the presiding authority and prepare orders (Short or Final Orders).

					h. Regular research and input in FOSPAH cases, communications products and training materials. i. Conduct and support FOSPAH trainings and outreach activities. j. Assist with replies and other matters relating to Representations/writs preferred to appellate authority by the parties. k. The ARs in Regional Offices will deal with additional administrative and financial responsibilities. l. Any other task/duty, assigned by Registrar/Deputy Registrar (FOSPAH) and the Ombudsperson.
2.	Assistant Law Officer	01	Quetta – 01	22-40	<u>Qualifications:</u> Second Class Bachelor's Degree from any recognized University in Law. Candidates having higher qualification will be given preference. <u>Experience:</u> a. The candidate should possess excellent drafting skills and have proficiency in English language. b. Must be able to draft judgments, orders, and handle daily correspondence. c. Should have prior legal experience and be well-versed with proceedings before courts and other legal forums. Preference will be given to the High Court practice license holders. <u>Responsibilities:</u> a. Maintain legal files (electronic and paper copy) b. Ensure smooth communications amongst the legal team both at the Head Office, Islamabad and all the Regional Offices. c. Provide assistance in Harassment and property rights complaints. d. Conduct and support awareness campaigns e. Research for orders and writs, through use of legal databases (national and global) and, provide active input in the same. f. Handle legal issues efficiently, ensuring confidentiality of complaints and proceedings.

					g. Monitor the legal file status to ensure appropriate follow-up actions, flow of legal information and responds to the needs of the complainants. h. Prepare legal agreements and forms. i. Provide legal counsel and information to parties. j. ARs in Regional Offices will deal with additional administrative and financial responsibilities. k. Any other tasks assigned by the Hon'ble Ombudsperson or other members of the high management.
3.	Driver	01	Islamabad – 01	18-25	<u>Qualifications:</u> a. Matriculate b. Valid driving license holder and well-versed in traffic rules <u>Responsibilities:</u> a. Checking the engine oil & water in radiator including oil change on time. b. Maintain vehicle cleanliness, by washing, cleaning and polishing the assigned vehicles on daily basis. c. Ensure safe and cautious driving while driving official vehicles, by observing traffic Laws / Rules and prescribed speed limit. d. Properly maintain the vehicle log book e. Rigorous time management in reaching destinations. f. Identify malfunctioning /faults in the vehicle and be present at the workshop during maintenance of the vehicle. g. Be clean and tidy and wear uniform during office hours. h. Be available for any emergent duty after office hours and on closed holidays. i. Any other duty assigned by the Transport In-charge or dealing Assistant.

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.