



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATIONS VACANT

Federal Ombudsman Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications from Pakistani nationals for the following posts of Regional Advisor and Naib Qasid at Gilgit Baltistan on contract basis initially for a period of one year (extendable on the basis of performance).

Sr. No.	Name of Post	No. of Post (s)	Required Qualifications/Experience	Age	Status of Post	Place of Posting
1.	Regional Advisor	01	<u>Qualifications:</u> LLB/ LLM or related Social Sciences degree with 10 years' experience in the field of Law and for administration in leadership position. Candidates having higher qualifications and relevant Judicial/ administrative experience will be given preference. <u>Responsibilities:</u> - Receive complaints at local level and admit them after preliminary review as per FOSPAH Laws and SOPs, if they fall under their ambit. - Conduct Investigations and hear Women's Harassment cases.. - Records proceedings of the cases and share case briefs and draft orders with the head office to seek approval of the Hon'ble Ombudsperson before their issuance. - Prepare and share regular (daily or weekly) institution, disposal and Implementation reports of the cases heard, decided/recommendations made thereon. - Conduct a robust outreach program and hold awareness sessions/programs both in Public and Private sector Organizations and educational Institutions/Universities, across the Gilgit Baltistan. - Perform all administrative and financial duties to run the Regional Office in an efficient manner as per delegation of financial and administrative powers with the dictates of economy and efficiency. - Assign work to the Regional Office staff and supervise them. - Maintain discipline in office.	Above 45	Contract	FOSPAH Regional Office, Gilgit Baltistan

			i. Approve and process all purchases and financial bills as per delegation of powers made by the FOSPAH Head Office. j. Coordinate with the respective AGPR Sub Office for bills clearance. k. Coordinate with the Provincial authorities including the Provincial Ombudsperson as and when required. l. Select and supervise Interns as per Internship policy of FOSPAH. m. Contribute in the preparation of annual report, newsletters and relevant reports. n. Any other task assigned by the Hon'ble Ombudsperson (FOSPAH).			
2	Naib Qasid	01	Qualification/ Experience <u>Qualifications:</u> Primary Pass <u>Responsibilities:</u> a. Carrying official files/papers from one place to another within and without office premises. b. General arrangement and tidiness of the office, furniture including dusting of Office furniture, record etc. c. Conduct the visitors to the relevant officer. d. Serve refreshments to Officers/ staff and Guests in the office. e. Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office Premises.	18-25	Contract	Gilgit Baltistan

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.