



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATION VACANT

Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) requires the services of Pakistani nationals for the under mentioned post on contract basis initially for a period ending on 31st December, 2025 (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.	Graphic Designer	01	<u>Qualification & Experience:</u> a. 16 years of education in Social Sciences, Humanities, but preferably in Graphic Design, Visual Arts, or a related field. b. One year experience in graphic design, with a strong portfolio showcasing expertise in both digital and print media. <u>Technical Skills:</u> a. Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects), Figma, Sketch or Canva and other design UX/UI Platforms and video tools. b. Knowledge of website design tools and platforms (e.g., WordPress, Webflow, HTML/CSS basics). <u>Creative Skills:</u> a. A strong portfolio showcasing a variety of design and video projects. b. Excellent eye for detail, color, typography, and layout. c. Ability to think creatively and bring ideas to life. d. Adherence to brand guidelines. <u>Soft Skills:</u> a. Strong interpersonal skills. b. Ability to manage multiple projects and meet deadlines. c. Self-motivated and eager to learn new skills. d. Openness to feedback and pivoting design based on critiques e. Demonstrated ability to work collaboratively within a team.	Max. 30 years	Contract	FOSPAH Head Office Islamabad

INSTRUCTIONS:

- 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.
- 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.