



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 posts, for its Regional Office at Karachi, on 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 Registrar	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> - The candidate should possess excellent legal drafting skills and have a very good 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. <u>Responsibilities:</u> - Assist the Regional Advisor Karachi in Women's Harassment cases. - Has ability to scrutinize cases received by FOSPAH to verify, if the applicant is vulnerable/needy and, if the request is genuine then liaises with the applicant, lawyers and Law Enforcement Agencies, for provision of legal and financial aid. - Prepare case briefs and has ability to prepare case files with proper documentation and indexation etc. - Support the Regional Advisor and Registrar for initial scrutiny of complaints and documentation for the file, to determine whether the case comes under the ambit of FOSPAH or not and suggest to the Regional Advisor and Registrar accordingly - Scan the documents, like complaints, notices, replies by the respondents and statements of the witnesses and provide their copies to the parties through their emails and WhatsApp numbers.

					f. Prepare case lists for hearing on the relevant day and coordinate with the AD (IT) for its electronic circulation. g. Attend proceedings and take notes of the discussions/directions of the presiding authority and prepare draft orders (Short or Final Orders). h. Track and document case proceeding on day to day basis, on the relevant case files. i. Support FOSPAH trainings and outreach activities. j. Regular research and input in all FOSPAH cases, communications products and trainings. k. Deal with matters relating to Representations/writs preferred to appellate authority by the parties. l. Assists the Regional Advisor and the Registrar in managing all Court Registry functions effectively and efficiently. m. Provide information to complainants on litigation and Court processes and procedures. n. Examine documentation to ensure, it is in accordance with rules and practices. o. ARs in Regional Offices will deal with additional administrative and financial responsibilities. p. Any other duty, assigned by the Regional Advisor, Registrar (FOSPAH) and Hon'ble Ombudsperson.
2.	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> a. The candidate should possess excellent drafting skills and have proficiency in English language. b. Must be able to conduct outreach activities in person and on social media. 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. Any other tasks assigned by the Hon'ble Ombudsperson or other members of the high management.
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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. 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.