



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATIONS 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 following posts at its Head Office, Islamabad, and its Regional Office at Lahore 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 (IT)	01	Islamabad – 01	Up to 35 years	<u>Qualification & Experience:</u> a. 14 years of education in Computer Science, Software Engineering or Information Technology from HEC recognized university. b. Minimum 02 years of progressively responsible experience in web development using HTML, CSS, JavaScript, ASP.NET, PHP, SQL Server, MySQL or other frameworks. c. Experience in designing, developing, implementing, and maintaining high-quality web applications/ Management Information Systems (MIS) for various platforms. <u>Responsibilities:</u> a. Design, develop, implement, and maintain customized e-enabled software solutions for FOSPAH. b. Revamp/ design and development of the official FOSPAH website. c. To provide support in the development, testing and implementation of the FOSPAH CMIS and other customized software solutions. d. Maintenance of bio-metric attendance system of FOSPAH employees and reports generation in this regard on a regular basis. e. Establish and maintain connectivity for video conferencing with Regional Offices, Interviews, monthly performance review meetings, and hearings of the registered cases. f. Responsible for troubleshooting IT issues.

2.	Graphic Designer	01	Islamabad – 01	Up to 35 years	<u>Qualification & Experience:</u> a. 14 years of education in Graphic Design, Multimedia Arts, or a related field. b. 2+ years of 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, and other design 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. <u>Soft Skills:</u> a. Strong communication and teamwork abilities. b. Ability to manage multiple projects and meet tight deadlines. c. Self-motivated and eager to learn new skills.
3.	Naib Qasid	01	Lahore – 01	Up to 45 years	<u>Qualifications:</u> a. Primary Pass <u>Responsibilities:</u> a. Carrying from one place to another within and without office premises official files/papers. b. General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc. c. Conduct the visitors to the relevant officer. d. Serve refreshments and tea, food, water 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. f. To serve refreshments during official meetings, to the guests. g. Casual dusting in the offices. h. Must wear uniform and keep himself neat and tidy condition. i. Any other additional duty as assigned by the Officer In-charge or staff member.
4.	Sweeper	01	Lahore – 01	Up to 45 years	<u>Qualifications:</u> a. Primary Pass <u>Responsibilities:</u> a. To keep the rooms/floors clean. b. To keep cleanliness of the offices, washrooms, dustbins etc. on daily basis. c. To sweep the rooms on daily basis. d. All waste papers and garbage to be dispose-off properly. e. To lift heavy furniture for shifting from one room to the other. f. Any other such duty to be assigned from time to time by the Officer In-charge.

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 emails/ call/ SMS/ WhatsApp and by post.
7. Decision of FOSPAH regarding eligibility/ short listing of candidate's 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 based on agreement of both parties and subject to satisfactory performance.
12. In case of any query, please contact FOSPAH at Ph: 051-9262953.