



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 under mentioned posts, for its Regional Offices at Quetta and Multan, 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.	Regional Advisor Equivalent to BS-20	01	Quetta – 01	55 - 65	<u>Qualifications:</u> LLB/ LLM with 10 years' experience in the field of Law. Having higher qualifications and relevant Judicial 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 at respective Regional Offices. - Records proceedings of the cases and share case briefs and 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. - Perform all administrative and financial duties to run the Regional Office in an efficient manner with the dictates of economy and efficiency. - Assign work to the Regional Office staff and supervise them. - Maintain discipline in office.

					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.	Assistant Registrar Equivalent to BS-16	01	Quetta – 01	22-30	<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 a very good proficiency in the 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. <u>Responsibilities:</u> a. Assist the Regional Advisor Quetta in Women's Harassment cases including the complaints received from Overseas Pakistanis. b. 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. c. Case File preparation and management with proper documentation and indexation etc. d. 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 e. Scan the documents, like complaints, notices, replies by the respondents and statements of the witnesses. f. Provide the scanned documents to the Parties through their emails and WhatsApp numbers. g. Prepare briefs of the cases and process them on the relevant case files. h. Prepare case lists for hearing on the relevant day and coordinate with the AD (IT) for its electronic circulation. i. Attend proceedings and take notes of the discussions/directions of the presiding authority and prepare orders (Short or Final Orders). j. Track and document case proceeding on day to day basis, on the relevant case file. k. Support FOSPAH trainings and outreach activities. l. Regular research and input in all FOSPAH cases, communications products and trainings. m. Deal with matters relating to Representations/writs preferred to appellate authority by the parties. n. Assists the Regional Advisor and the Registrar in managing all Court Registry functions effectively and efficiently. o. Provide information to complainants on litigation and Court processes and procedures. p. Examine documentation to ensure, it is in accordance with rules and practices. q. To deal with the matters relating to the representations preferred to appellate authority by the parties. r. Any other duty, assigned by the Regional Advisor and Registrar (FOSPAH).
3.	Assistant Equivalent to BS-15	02	Quetta – 01 Multan – 01	20-30	<u>Qualifications:</u> Second class or Grade “C” Bachelor’s degree from a university recognized by HEC. <u>Responsibilities:</u> a. To look after Admin, Accounts and general daily operations.

					b. Receiving and dispatching “dak” (mail), cases, files reports, etc. pertaining to the relevant Section/Wing. c. Processing cases received in the Section/Wing at the initial stage and putting them up for consideration of officer In-charge. d. Prioritization of fresh receipts (official communications). e. To maintain/open new files and keep a record of files on the file register. f. Prepare, keep leave record of the employee in the relevant register. g. Flagging and referencing of the letters and previous papers in the respective files. h. Keep record of file movement on the relevant register. i. Ensure safe custody of important files like personal files of the FOSPAH employees. j. The work relating to recording, indexing and weeding out of documents / files. k. To keep a note of all important orders and decisions. l. Watching the necessity of keeping priority or security labels on files. The information must be brought to the notice of the Officer In-charge at the first opportunity of removing these labels if no more necessary. m. Prepare / Keep leave record of the employees in the relevant register. n. Issuing reminders where replies are being delaying from other offices/departments/agencies. o. Other clerical duties including casual typing, maintenance of diary register, preparation of statements and putting up of routine reminders. p. Requisitioning and procuring office supplies, i.e. stationery, etc. for the Section/Wing. q. Any other duty assigned by the Officer In-charge.
4.	Driver Equivalent to BS-04	01	Quetta – 01	18-25	<u>Qualifications:</u> a. Primary Pass b. Valid driving license holder and well-versed in the 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. To properly maintain the log book of the vehicle. e. Must develop the habit of time management in reaching to the destination in time. f. Will be responsible in identifying any malfunctioning /faults in the vehicle. He must remain available at the workshop during maintenance of the vehicle. g. Keep himself in a clean and tidy condition, must 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.
5.	Naib Qasid Equivalent to BS-01	02	Quetta – 01 Multan – 01	18 - 25	<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.
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INSTRUCTIONS:

1. The candidates fulfilling the above conditions may submit their application form available at FOSPAH's website <https://fospah.gov.pk> through email to: **recruitmentfospah@gmail.com**, 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 interview.
3. No TA/DA shall be admissible, for test/interview.
4. Incomplete applications and those received after due date will not be entertained.
5. Only Shortlisted candidates will be called for test/ interview. The date and time of interview will be communicated through emails/ call/ SMS and call letters.
6. Decision of FOSPAH regarding eligibility/ short listing of candidate's and selection criteria shall be final.
7. Women, minorities and persons with disabilities are encouraged to apply.
8. The competent authority reserves the rights to cancel the recruitment process, increase/ decrease the number of posts, as per requirement against any post at any stage without assigning any reason.
9. The Competent Authority may increase remuneration based on satisfactory performance, during or upon renewal of contract.
10. Contract may be extended based on agreement of both parties and subject to satisfactory performance.
11. Age relaxation will be admissible as per government rules.
12. In case of any query, please contact FOSPAH at Ph: 051-9262953.



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APPLICATION FORM

Application No _____
(For Official use only)

1. Name of the Post Applied for _____
2. Name of the Applicant (in block letters) _____
3. Father's Name (in block letters) _____
4. Address (a) current Postal Address _____

(b) Permanent Address _____

(c) Mobile Number _____ (d) Email Address _____

5. Domicile Province and District _____ Gender _____
6. Date of Birth (as per secondary school certificates) _____
7. Age (as on closing date of advertisement) _____
8. Religion _____ CNIC Number _____
9. Disability, if any (Type of disability) _____

10. Qualification:

Degree	Passing Year	Division/Grade	Board/ University/ Institute	Major Subjects

11. Experience:

Employer Name	Position Title	Field of Work	From	To

12. I hereby undertake that the information provided by me is correct and any information found incorrect at later stage will lead to cancellation of candidature for the above-mentioned post. I am also aware of the fact that incomplete filing up of the form will result disqualification of my candidature with no subsequent claim whatsoever.

Date: _____

Signature of the Applicant: _____

Note:

Interested candidates if want to apply directly may send their application forms till **13th August 2024** through email to recruitmentfospah@gmail.com