



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATIONS VACANT

Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) requires the services of Pakistani nationals for the under mentioned posts/services 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)	Qualifications/ Experience	Age	Status of Post	Place of Posting
1.	Legal Counsel	01	a) Law Graduate (LLB). However, advanced degree / higher qualification will be preferred. b) Having relevant experience in the field of Human Rights, Women Rights, Women Property Rights and dealing with the cases of violence against women and gender based discrimination. c) Shall be a holder of valid Supreme Court practice license.	Max. 50 years	Retainer-ship basis @50,000/- per month. Payment of cases will be as per rates prescribed by the Law and Justice Division vide Notification No. F.5/6/2007-LA dated 18-01-2022	Islamabad
2.	Assistant	01	a) Graduate / Second Class or Grade C Bachelor's Degree. 2 years BA or Associate Degree. However, advanced degree / higher qualification will be preferred. b) Minimum 3 years' experience in secretariat job including filing, record keeping, documentation and billing / accounting in a public sector organization or secretariat environment. c) Computer literacy with good typing speed and command over MS-Office is essentially required.	Max. 40 years	Contract	Islamabad
3.	Driver	01	a) Matriculation b) Valid driving license holder and well versed in the traffic rules	Max. 35 years	Contract	Islamabad

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 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.