



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 Office at Lahore, on a contract basis initially for a period of Six (06) Months (Extendable on the basis of performance and further requirement).

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Steno Typist	01	FOSPAH Regional Office, Lahore – 01	20-28	<u>Qualifications:</u> - Graduation. - Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. - Must be a computer literate. Some computer diploma holder will be given preference. <u>Responsibilities:</u> - Take dictation, render the transcripts and do all typing work. - Attend to the receipt and dispatch work during the absence of office Assistant. - Flagging and referencing of the letters and previous papers in the respective files. - Reproduce documents and arrange office amenities. - File maintenance/management and record. - Prepare meeting schedules and briefs for the meetings. - Attend telephone and keep a record of trunk calls, organize engagements and maintain an engagement diary of the Officer In-charge. - Provide assistance in the preparation of official meetings, Seminars and Workshops. - Any other duty and task assigned by the Officer In-charge.
2.	Driver	01	FOSPAH Regional Office, Lahore – 01	18-25	<u>Qualifications:</u> Matric

					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.
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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. 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 the test and interview will be communicated through email/ call/ SMS/ WhatsApp and by post.
6. Decision of FOSPAH regarding eligibility/shortlisting of candidates and selection criteria shall be final.
7. Women, minorities and persons with disabilities are encouraged to apply.
8. 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.
9. The Competent Authority may increase remuneration based on satisfactory performance, during or upon renewal of contract.
10. Contract will be extended purely on the basis of satisfactory work performance if further services are required.
11. Age relaxation will be admissible as per Government rules.
12. In case of any query, please contact FOSPAH at Ph: 051-9262953.