



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.	Networking Officer	01	a) Bachelor's (4 years) or Master's degree in Computer Science, Software Engineering, or Information Technology from an HEC-recognized university. Preference will be given to candidates holding certifications such as CCNA, CCNP, MCSE, or PMP. b) Must have a three (3) years or more post-qualification experience of managing, configuring, and troubleshooting servers and computer network systems. c) The candidate must possess in-depth knowledge of networking topologies, network design, network security, and the experience in setting up, securing, and maintaining LAN/WAN networks and firewalls.	Max 30 Years	Contract	Islamabad
2.	Assistant (Legal)	01	a) Second Class or Grade C Bachelor's / Graduate Degree preferably in Law. b) Two (2) years' experience in secretariat job including filing, record keeping, and documentation especially of legal record in a public sector organization (Court / Tribunal / secretariat environment). c) Computer literacy with good typing speed and command over MS-Office is essentially required.	Max. 30 years	Contract	Islamabad
3.	Assistant (Media & Outreach)	01	a) Second Class or Grade C Bachelor's Degree, preferably in Mass Communication, Media Studies, Public Relations, or related fields. b) Two (2) years of relevant experience in media coordination, communications, or public outreach. c) Strong command over written and verbal communication in both English and Urdu. d) Experience in drafting press releases, official emails, event coverage, and social media content. e) Ability to coordinate awareness campaigns, outreach sessions, and media engagement activities. f) Familiarity with social media platforms and basic design tools like Canva or Figma is desirable.	Max. 30 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 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.