



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATION 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 post at its Head Office, Islamabad, 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.	Legal Coordinator	01	Islamabad – 01	25 - 35	<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> - The candidate should possess excellent drafting skills and have a very good proficiency in the English language. - Must be able to draft judgments, orders, and handle daily correspondence. - Should have prior legal experience and be well-versed with proceedings before courts and other legal forums. Preference will be given to the High Court practice license holders. <u>Responsibilities:</u> - To manage and optimize legal team's operations. - To ensure smooth communications amongst the legal team both at the Head Office, Islamabad and all the Regional Offices. - To provide necessary assistance in Harassment and family property rights complaints. - To provide assistance in legal navigation including awareness campaign in collaboration with all stakeholders to consolidate the legal information/streamline processes. - To perform research work through use of legal databases, collect and review information, research various laws in corresponding countries and make recommendations.

					f. To ensure that all legal issues are handled efficiently including high confidentiality of proceedings and under process complaints. g. Monitors the legal file status to ensure appropriate follow-up actions, flow of legal information and responds to the needs of the complainants. h. To prepare various legal agreements and forms required for signature, drafts correspondence, and various other documents, as and when need arises. i. To act as a contact point for close coordination with the complainants and other applicants for provision of legal counsel and information to them. j. To maintain all legal files (electronic and paper copy) and work on projects and initiatives; and any other tasks assigned by the Hon'ble Ombudsperson or other members of the high management.
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INSTRUCTIONS:

1. The candidates fulfilling the above conditions may submit their application form available at link: <https://forms.gle/imVb9G4rAcF6WEDA8> , 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.