



FEDERAL OMBUDSPERSON SECRETARIAT

For Protection Against Harassment at the Workplace (FOSPAH)

Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications for its Regional Office Karachi from qualified and experienced individuals for the under mentioned post on contract basis for a period of one year (extendable on the basis of performance).

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Lower Division Clerk (LDC)	01	Karachi– 01	Age Limit: 18-25 years	<u>Qualifications:</u> a) Matriculation (minimum). b) Higher educational qualification shall be given preference. c) Must be computer literate with proficiency in MS Office (Word, Excel) and digital record-keeping. d) Minimum typing speed of 30 w.p.m. <u>Experience:</u> a) Experience of working in government organizations, autonomous and semi-autonomous bodies will be given preference. <u>Responsibilities:</u> a) Registry and Correspondence: Typing, receipts and dispatch of mail; logging incoming mail and files in the relevant registers; handing over documents to the respective addressee; flagging, referencing and record-keeping of all correspondence in the prescribed files. b) Drafting Support: Assist in preparing noting, official letters, summaries, statements and office notes as directed by the concerned officer. c) File Management and Safe Custody: Filing, organising and maintaining complaint records and case files; upkeep of office registers, bills (copies) and documents; maintaining attendance, leave and other administrative records; and ensuring safe custody of all official records of the Regional Office. d) Financial and Accounts Support: Assist in AGPR and accounts-related

					matters including processing of bills, vouchers and financial records, and follow-up of routine AGPR objections. Assist in maintaining budget, expenditure and financial records under the supervision of the concerned officer. e) Procurement, Audit and Inventory: Assist in preparation of quotations, comparative statements, purchase records and related correspondence. Assist in compiling records for audit, inspection and verification. Maintain inventory, stationery, office equipment and stock records. f) Computer-Based Tasks: Data entry, scanning, printing, photocopying and digital filing of official documents and records. g) General Administrative Support: Assist in arrangement of official meetings, seminars and workshops, and any other duty assigned by the Officer In-charge.
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INSTRUCTIONS:

1. The candidates fulfilling the above conditions may apply online through FOSPAH's website, <https://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 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 may be extended purely on the basis of satisfactory work performance.
11. Age relaxation will be admissible as per Government rules.
12. In case of any query, please contact FOSPAH at Ph: 051-9262953.