



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 Head Office, Islamabad, from qualified and experienced individuals for the under mentioned post on contract basis for a period of six months (extendable on the basis of performance).

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Senior Advisor (Administration and Accounts)	01	Islamabad–01	Age Limit: 55-70 years	<u>Qualifications:</u> a) M.A./M.Sc. from a recognized university is mandatory. b) Higher qualification will be given preference. <u>Experience:</u> a) Must have experience of senior administrative positions, in Federal/Provincial Government departments or public-sector organizations. b) Must have Experience in HR/personnel management, general administration, procurement, service/financial rules, accounts, expenditure and budget management will be preferred. c) Proficiency in computer applications, particularly MS Word and MS Excel, is required. Strong drafting, coordination, supervisory and decision-making skills. <u>Responsibilities:</u> a) Human Resource Management, including personnel matters and coordination of establishment business; b) General administration of FOSPAH and supervision of day-to-day administrative operations; c) Supervision and coordination of procurement activities in accordance with applicable rules and procedures; d) Official correspondence and coordination with other Ministries/Divisions and departments, particularly the Ministry of Law and Justice;

					e) Review and amendments (if required), of FOSPAH Service Rules and related administrative instruments; f) Drafting and coordination of FOSPAH Financial Rules and related financial/administrative procedures; g) Monitoring of accounts, expenditure and budget utilization, in coordination with the relevant officers/sections; h) Responsible for overseeing all matters relating to the Human Resource Management (HRM), Recruitment, Establishment, General Administration and Budget & Accounts of the FOSPAH. i) Develop and maintain HR systems for FOSPAH under directions of the competent authority. j) Responsible for establishing/smooth functioning of administrative and accounting systems including SOPs for staff and their implementation. k) Development/revision of staff JDs from time to time. l) PAC/DAC and other meetings on Administrative, Budget and Accounts matters. m) To deal with the general administration, transportation, security, and services. n) To ensure a secure environment for the staff and premises of the Secretariat, with effective deployment of security staff and other technical equipment. o) Review the annual budget proposals, regular review of budget and re-appropriation of funds as and when required. p) Examine the expenditure proposals for utilization of funds as per approved targets (Both Development & non-Development).
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					q) To deal with Efficiency & Disciplinary matters of Head Office and Regional Offices. r) Preparation and implementation of the development projects of FOSPAH. s) Assist the Hon'ble Ombudsperson and Secretary in PAC/DAC and other meetings on Administrative, Budget and Accounts matter. t) Deal with the Parliamentary business of FOSPAH. u) Render advice to regional offices relating to Admin Matters, Budget & Accounts and establishment matters. v) To deal with the medical policy and reimbursement of medical expenses. w) Any other duty assigned by the competent authority in the public interest.
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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 interview will be communicated through email/ call/ 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. In case of any query, please contact FOSPAH at Ph: 051-9262953.