



FEDERAL OMBUDSPERSON SECRETARIAT

For Protection Against Harassment at the Workplace (FOSPAH)

SITUATION VACANT ON CONTRACT BASIS

Federal Ombudsman Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications from qualified and experienced individuals for the under mentioned post, for its Head Office at Islamabad, on contract basis initially for a period of One (01) Year (Extendable on the basis of performance).

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Stenotypist	01	Islamabad – 01	22-28	<u>Qualifications:</u> a. Graduation. b. Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. c. Must be a computer literate. Computer diploma holder will be given preference. <u>Responsibilities:</u> a. Take dictation, render the transcripts and do all typing work, about courts proceedings. b. Shall be responsible to ensure that all arrangements for zoom and online meeting/ recording of courts proceedings and the court room is ready for digital communication. c. Shall provide essential support in the preparation of E-courts (quasi-judicial proceedings, drafting and formatting official correspondence), coordination with regional offices, management of digital and physical records, and timely processing of official documentation. d. Attend to the receipt and dispatch work during the absence of office Assistant. e. Flagging and referencing of current/previous papers in harassment cases. f. Reproduce documents and arrange office amenities. g. Arrange important Legal File maintenance/management and record as per direction by the Advisor (Legal). h. Handling all matters with court rooms including record of cases on daily basis as per the cause list. i. Attend telephone and to keep record of trunk calls, and maintain engagement diary of the officer In-charge.

					j. Provide assistance to the Legal Advisors, during their participation Seminars, Workshops, and Awareness sessions. k. Any other duty and task 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://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.