



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 from qualified and experienced individuals for the under mentioned posts on contract basis for a period of one year (extendable on the basis of performance) for its Sub Regional Office, Multan and Regional Office Quetta..

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Assistant Registrar	01	Multan – 01	22-30	<u>Qualifications:</u> Second Class or above LLB Degree from any recognized University. Candidates having higher qualification will be given preference. <u>Skills and Experience:</u> - The candidate should possess excellent legal drafting skills and have a very good proficiency in the English language. - Must be able to conduct outreach activities in person and online. - Should have prior legal experience and be well-versed with proceedings before courts and other legal forums. <u>Responsibilities:</u> - Assist the Regional Head Lahore and Registrar Head Office, Islamabad in scrutiny for submission of complete documentation, and assessment of maintainability of Women's Harassment and property cases (if property is situated in Islamabad), including the complaints received from Overseas Pakistanis. - Prepare case briefs and maintain case files with proper documentation and indexation etc to ensure they are in accordance with rules and practices - Assess vulnerability/need of the complainants and, liaise with relevant forums/persons for provision of legal and financial aid. - Scanning and uploading of all case documents on the Complaint Management System, providing copies of requested (written) documents to the parties and sending notices to parties in hard form, through emails and WhatsApp numbers.

					e. Prepare case lists for hearing on the relevant day and coordinate with the AD (IT) for its electronic circulation. f. Record proceedings and prepare drafts (findings and Orders). g. Regular research and input in all FOSPAH cases, communications products and trainings. h. Support FOSPAH trainings and outreach activities. i. Support registrar and Law Officer in replies to/proceedings of Representations/writs preferred to appellate authority by the parties. j. Conduct trainings and outreach activities. k. Assists the Regional Head and the Registrar, FOSPAH Head Office in managing all Court Registry functions effectively and efficiently. l. Provide information to complainants on litigation and Court processes and procedures. m. Deal with additional administrative and financial responsibilities of the Multan Sub office. n. Any other task/duty, assigned by Regional Head Lahore, Registrar Head Office, and the Honorable Ombudsperson (FOSPAH).
2.	Assistant	01	Quetta – 01	22-30	<u>Qualification:</u> a) Graduate / Second Class or Grade C Bachelor's Degree. 2 years BA or Associate Degree. However, advanced degree / higher qualification will be preferred. <u>Experience:</u> a) Minimum 3 years experience in secretariat jobs including filing, record keeping, documentation and billing / accounting in a public sector organization or secretariat environment. b) Computer literacy with good typing speed and command over MS-Office is essentially required. <u>Responsibilities:</u> a. Receive and dispatch "dak" (mail), cases, files reports, etc. pertaining to the relevant Section/Wing. b. Process cases received in the Section/Wing at the initial stage and putting them up for consideration of officer In-charge.

					c. Prioritization of fresh receipts (official communications). d. Maintain/open new files, keep a record of files and file movement. e. Prepare, keep leave record of employees. f. Flag and reference letters and previous papers in respective files. g. Ensure safe custody of important official files. h. The work relating to recording, indexing and weeding out of documents / files. i. Keep a note of all-important orders and decisions. j. Keeping priority or security labels on files. The information must be brought to the notice of the Officer In-charge at the first opportunity of removing these labels if no more necessary. k. Issuing reminders where replies are being delayed by other offices/departments/agencies. 1. Other clerical duties including typing, maintenance of diary register, preparation of statements and putting up of routine reminders. m. Requisitioning and procuring office supplies, i.e. stationery, etc. for the Section/Wing. n. Any other duty assigned by the Officer In-charge, the Regional Head, Registrar (FOSPAH) and Hon'ble Ombudsperson.
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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 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.