



The Institute of  
Chartered Accountants  
of Pakistan

CA  
PAKISTAN

# OPPORTUNITY TO EXCEL WITH A PRESTIGIOUS ORGANIZATION

The Institute of Chartered Accountants of Pakistan (ICAP) is established as an autonomous body under the Chartered Accountants Ordinance 1961 (the Ordinance). ICAP strives to promote professional excellence, provide best services to its stakeholders and safeguard public interest. ICAP is looking to induct bright and energetic individuals for the following positions.

## **ASSISTANT MANAGER INVESTIGATION – LAHORE**

This position will be responsible to assist in investigation and legal matters of the Institute including co-ordination with legal advisors and dealing with legal cases. The incumbent will provide legal support and guidance to various departments on legal and investigation related issues. The position will also be responsible to appear before Courts / concerned authorities to deal with legal matters.

The candidate should be a Law Graduate from a well reputed HEC recognized law school. Preference will be given to the individual having knowledge of Accounting and/or Auditing. The candidate should have working experience of minimum 2-3 years in addition to handling off-site or on-site regulatory inspections/statutory inquiries and compliance/corporate and legal affairs with excellent communication and report writing skills. Moreover, candidates having additional experience of managing secretarial work will be given preference.

## **SENIOR OFFICER (MARKETING & COMMUNICATIONS) – LAHORE**

The candidate will coordinate with vendors and agencies for the development/production of marketing collaterals and videos for various campaigns. Assist the supervisor in drafting

concept papers and post events reports. The incumbent will also assist in execution of activities to enhance the awareness of the CA profession in academia and educational expos. The candidate will also assist in building & managing relationship with print and electronic media and issue press releases as and whenever required to publicise the various events and brand image of the Institute.

The ideal candidate must have Bachelors/BBA degree in Marketing or Management from an HEC recognized university with 2-3 years of experience in managing marketing programs preferably in education sector. Individual possessing excellent communication and interpersonal skills will be preferred.

## **OFFICER EXAMINATION – LAHORE**

The candidate will be responsible for conduct of examinations, pre & post exam activities, data entry of forms, scrutiny and other related work with the objective to ensure timely completion of assigned tasks with accuracy.

The candidate will have at least Bachelor's Degree with 2 years' of experience or a Masters in Mathematics / Statistics / Economics / English Language from a reputed University / Institute with 1 year of experience.

The position offers market competitive remuneration package depending on the candidate's profile plus benefits such as Group Health & Life Insurance and Provident Fund.

Interested candidates may apply online through link <http://career.icap.org.pk>  
latest by **Sunday December 15, 2019.**