

# OPPORTUNITY TO EXCEL WITH A PRESTIGIOUS ORGANIZATION

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

Moving ahead in this direction, ICAP is looking to induct bright and energetic individuals for following positions:

## 1. SENIOR MANAGER LEGAL & CORPORATE AFFAIRS - KARACHI

The position will be responsible to minimize the legal risks for the Institute, lead and supervise the legal matters of the Institute including dealing with legal advisors and handling the legal cases; build and maintain effective liaison with regulatory bodies; provides in-house legal opinion and supervise the legal guidance given to various departments on legal issues and to provide advice on queries of members involving legal matters. The position will also be required to attend and deal with corporate matters of the Institute and appear before Courts / concerned authorities to deal with legal matters. The position will report to Executive Director Legal and Members Affairs.

The candidate should be a Bachelors/Masters in Law from a well reputed law school. Knowledge of other jurisdictions would be considered as an added advantage. The ideal candidate must have minimum 8 to 10 years of post-qualification relevant experience of working in a renowned law firm or in Legal and Corporate department of a well reputed organization. He / She should have practical knowledge of legal affairs and possess strong analytical, interpersonal and communication skills.

## 2. MANAGER - MEMBERSHIP AFFAIRS - KARACHI

The candidate will be responsible to carry out the departmental strategic plan and ensure efficient operations of the membership department including but not limited to ensuring efficient handling of member queries, intelligent data management of member related information and work on automation of processes of the operations.

Furthermore, the candidate will be required to review and supervise the team in carrying out day to day functions of the membership department, Execute inter organizational communication in relation to their respective needs of coordination. Liaise with IT department for the automation of membership processes. Work closely with team, review their progress reports and resolve the issues faced by them in performance of their processes. Also, support in preparation of working papers for meetings of the relevant Committees and Council of the Institute.

The candidate should be a Professional Accounting Affiliates (ICAP) with minimum 3 to 4 years of relevant working experience or individuals having completed MBA or Masters from HEC recognized University/Institute with at least 4 to 5 years of relevant working experience in midsize organization are encouraged to apply. Furthermore, candidates must possess strong interpersonal and management skills, positive attitude and a flair for problem solving.

## 3. 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 an agreed 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 publicize 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 to 3 years of experience in managing marketing programs preferably in education sector. Individual possessing excellent communication and interpersonal skills will be preferred.

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

Shortlisted candidates will be required to go through the Institute's selection procedure.

The Institute is an equal opportunity employer.

Interested candidates may apply online through <http://career.icap.org.pk/> by **Sunday, February 02, 2020.**