



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 Chartered Accountants Ordinance 1961. ICAP strives to promote professional excellence and safeguard public interest. Moving ahead in this direction, ICAP is looking to hire qualified and experienced individual for the following position:

## **HEAD OF ADMINISTRATION – KARACHI**

The position is responsible to drive all operational Administration activities of the Institute and provide direction to ICAP's Administration function including but not limited to housekeeping, infrastructure, building maintenance & renovation, security, procurement, dispatch and travel. The position will work under general supervision and guidance of the Secretary ICAP.

The ideal candidate should preferably have a Master's Degree from a well-recognized and reputable University with 10 years' experience inclusive of 5 years in Senior Management position with strong administrative and problem solving skills.

Preference will be given to candidates who have experience of working in corporate sector and having good contacts.

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

The position offers a market competitive remuneration package depending on the candidate's profile plus benefits and a professional work environment.

The interested candidates may apply online through <http://career.icap.org.pk>  
latest by **Monday, August 03 2020**.