



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 (the Ordinance). ICAP strives to promote professional excellence, provides best services and safeguard public interest. Moving ahead in this direction, ICAP is looking to hire qualified and experienced individual for the following positions:

SENIOR OFFICER EDUCATION & TRAINING – LAHORE

The position will be responsible to assist students in day-to-day queries; provide administrative support in organizing events and assist in preparation of examination hall with the objective to ensure timely completion of assigned tasks and smooth conduct of examinations within the limits of guidelines/directives from the supervisor.

Furthermore, organize and execute CA Talent Program all over Pakistan and conduct RAETS and APPs visits, facilitate the students by providing career guidance, examination related information, addressing their queries with expedited solutions. Assist in receiving examination, registration and other forms throughout the year and ensuring security measures are maintained.

The candidate must be a graduate, preferably Masters from HEC recognized University with at least 2 - 3 years of experience with good communication and customer relation skills. The role would suit an individual who has excellent time management and interpersonal skills.

SENIOR OFFICER EDUCATION & TRAINING – KARACHI

The position will be responsible to assist in developing comprehensive project concept papers, plans, spreadsheets, presentations etc. Coordinate with internal departments and external resources for flawless execution of projects assigned. He / she will assist in developing detailed project plans to monitor, track and summarize progress for all projects and ensure that projects assigned are delivered on-time. Conduct research and surveys, create and maintain comprehensive project documentation, assist in tracking project performance, specifically analysis of successful completion of short and long-term goals.

The candidate must be a graduate, preferably Masters from HEC recognized University with atleast 2-3 years of experience. Must require limited supervision to execute projects and accomplish goals. A wide degree of creativity and latitude is expected and should try to enhance department and organization reputation by accepting ownership for accomplishing new and different requests/tasks. He/she should be proficient in MS Word & Excel along with excellent communication and organizational skills.

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> or send their resume to hrd@icap.org.pk latest by **August 25, 2020**