



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 (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:

## **MANAGER COMMUNICATIONS - KARACHI**

The position will be responsible to oversee the functions of the publication department while also working on creating communications and campaigns alongside the marketing team. Manage, supervise and lead the team in the editorial development of all publications of ICAP mainly Newsletter, Pakistan Accountant, and Annual Report.

Administer and provide support to internal / external stakeholders in editing, designing and proofreading publication material such as brochures, bulletins and advertisements of respective departments. Lead on assignments such as speech writing, drafting of press releases and similar work, manage timely development of monthly newsletter and content development. Manage the vendors in relation to the production of publications. Ensure quality material is developed and all requirements are met within given timelines.

The ideal candidate must be Masters in Journalism/Mass Communication/Business Administration having atleast 7 years of experience in similar positions.

## **SENIOR OFFICER EDUCATION & TRAINING - ISLAMABAD**

The candidate will be responsible for performing front desk duties including student counselling, issuance of ICAP publications, fees receipts, responding to and dealing with students, members Registered Tutors and Training Organizations, etc.

The candidate must be Bachelors or Masters in relevant discipline from HEC recognized University/Institute with minimum 1 year of experience in handling facilitation and education related matters. The candidate should be able to work under tight deadlines.

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](mailto:hrd@icap.org.pk) latest by **November 29, 2020**