

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 – ANTI-MONEY LAUNDERING (AML) SUPERVISION DEPARTMENT (LAHORE)

Key Responsibilities: The position will assist the Head of Department in managing the AML / CFT supervisory activities of the Institute and ensure effective execution and implementation of the Institute's AML / CFT supervisory mechanism in line with the AML / CFT Regulations issued by the Institute. The candidate will carry out offsite / onsite reviews of the firms in line with the requirements of the AML / CFT Regulations and related policies and procedures. The candidate will ensure proper resolution of queries from members on the implementation of AML / CFT laws and regulations.

Education, Experience & Skills: The ideal candidate must be a Chartered Accountant (CA) with at least 2 – 3 years' experience of working in the AML / CFT compliance function of an AML / CFT Supervisor or a financial institution or Masters in any discipline with minimum of 10 years of AML / CFT and related experience. The candidate should have in – depth understanding of Pakistan AML / CFT legislation, FATF Recommendations and International AML / CFT practices. The candidate should possess excellent communication skills both oral and written; including the ability to communicate complex technical issues in an assessable way and effectively lead meetings with external stakeholders.

ASSISTANT MANAGER QUALITY ASSURANCE (KARACHI & LAHORE)

Key Responsibilities: The position will be responsible for assisting the Quality Control Reviewer in conducting Quality Control Reviews (QCRs) of chartered accountant firms in accordance with the set policies and procedures and provisions of the QCR Framework. The objective of a QCR is to ensure that firms carry out audit engagements in accordance with the applicable professional standards and laws / regulations.

Education, Experience & Skills: The ideal candidate must have completed articleship with an audit firm and should have passed at least four papers including 'Audit, Assurance & Related Services' of the Certified Finance & Accounting Professional (CFAP) stage of ICAP's examinations. The selected candidates will be appointed initially on contract basis and may be made permanent subsequently as per the due process.

SENIOR OFFICER/OFFICER HUMAN RESOURCE – KARACHI

Key Responsibilities: This position will be responsible to provide support to Head of HR in projects related to organizational development, Strategic HR, content writing and other related assignments. He / she will be responsible to conduct employee orientation, assist in development and training administration of employees and maintain employee records.

Key Responsibilities, Officer: This position will be responsible to provide support in the recruitment process by preparing job descriptions, posting ads and assisting in the hiring process. Undertake HR generalist work on a day-to-day basis, with the objective to ensure smooth business operations within the limits of approved guidelines, ICAP policies and procedures and other applicable regulations of the institute.

Education, Experience & Skills: The ideal candidate should be BBA/MBA (majors in HR) from HEC recognized & reputed University with 2 - 3 years' experience. The candidate should have excellent communication and people management skills. Proficiency in MS Office is mandatory.

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

The positions offer 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 **January 03, 2021**