



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:

SENIOR MANAGER SECRETARIAT - KARACHI

Key Responsibilities: The position is responsible to handle the Secretarial work related to the meetings of the Institute's Council, Executive Committee and various Task Forces of ICAP. Specific responsibilities of the position shall include compilation and finalization of agenda, working papers, minutes of the meetings, coordination with other departments in respect of the above meetings and liaise with regulatory authorities for amendments proposed in the Chartered Accountants (CA) Ordinance and CA Bye Laws in related matters.

Education, Experience & Skills: A Chartered Accountant with about 5 year post-qualification experience will be considered as an ideal candidate for this position. Candidates having working experience in Corporate Affairs department/Board Secretariat will be given preference. MBA or Masters from HEC recognized University/Institute with relevant corporate experience of at least 6 years of working with the Board of Directors of a midsize organization are also encouraged to apply. The candidate must possess strong comprehension, communication and organizational skills.

SENIOR MANAGER LEGAL & CORPORATE AFFAIRS – KARACHI

Key Responsibilities: The position is responsible to supervise the legal matters of the Institute including maintaining liaison with legal advisors regarding smooth handling of the legal cases. Provide support in keeping effective and efficient liaison with regulatory bodies. Provide legal support and guidance to various departments on legal issues. Lead and represent the Institute and appear before Courts / concerned authorities. Oversee the drafting and legal vetting of agreements, contracts, MOUs and other legal documents. Facilitate Investigation Department on legal issues related to investigation proceeding.

Education, Experience & Skills: A law graduate, preferably LLM from a well reputed law school. Possession of foreign law degree will be an added advantage. Candidate should have at least 10 years of post-qualification experience including at least 5 years with a renowned law firm. Practical knowledge of corporate laws and legal affairs, strong analytical skills, good understanding of legal language, excellent drafting/communication and administrative 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.

Interested candidates may view the detailed job description at,
and apply online through <http://career.icap.org.pk> latest by **December 1, 2021**