



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.

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 **March 02, 2022**.