

## AN EXCITING CAREER OPPORTUNITY TO EXCECL

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 to its stakeholders and safeguard the public interest. ICAP is looking to induct a dynamic and ambitious individual for the following position:

### **SENIOR MANAGER SECRETARIAT - KARACHI**

The position will report to the Secretary of the Institute.

#### **Key Responsibilities:**

- Responsibilities will encompass a wide range of administrative, coordination, and regulatory liaison tasks.
- Assisting in the meetings of the Institute's Council, Executive Committee, various Task Forces/Committees and assisting the Secretary of ICAP in various tasks as assigned.
- Compiling comprehensive agendas, working papers, and minutes for meetings, ensuring accuracy and clarity.
- Fostering strong relationships with other departments to facilitate seamless coordination and information exchange.
- Maintaining meticulous records of decisions, action items, and resolutions made during meetings.

#### **Education, Experience & Skills:**

- A Chartered Accountant with at least 5 years of post-qualification experience, having working experience in Corporate Affairs Department / Board Secretariat will be preferred. OR
- MBA/Masters in Finance from HEC recognized University/Institute with relevant corporate experience of at least 7-8 years working with the Board of Directors of a midsize organization are also encouraged to apply.
- The candidate must possess strong comprehension, communication, organizational skills with willingness to adapt to evolving organizational needs and embrace continuous development.

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. Please note the employee retirement age at ICAP is 60 years.

Interested candidates may apply online through <http://career.icap.org.pk/> or share their resumes at [hrd@icap.org.pk](mailto:hrd@icap.org.pk) latest by **May 05, 2024**.