

AN EXCITING CAREER OPPORTUNITY TO EXCEL

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 forward to induct dynamic and ambitious individuals at the following position:

ASSISTANT MANAGER ADMINISTRATION, GOVERNMENT RELATIONSHIP AND PUBLIC POLICY - ISLAMABAD

The position will report to the Manager Administration.

Key Responsibilities:

The position will be responsible for general administration, building and maintaining relationships with government officials and agencies, as well as conducting research and analysis on public policy issues. The role will involve identifying opportunities to promote the organization's policies and positions, as well as requires a strong understanding of policy research methods, experience in data analysis, and the ability to communicate complex information in a clear and concise manner.

Education, Experience & Skills:

- The incumbent should have a Master's degree preferably in Economics, Public Policy or Accounting & Finance from HEC recognized university.
- Minimum of 03 years of experience working with Public / Private Sector Organizations, Government Officials, Agencies.
- Familiarity with policy research methods and techniques and knowledge of the accountancy profession is a plus along with experience of conducting research & analysis on Public Policy issues.
- The incumbent should have strong, research and analytical skills, experience with data analysis and presentation, strong written and verbal communication skills.
- Proficiency in MS Office (Word, Excel, PowerPoint) is essential.

The position offers market-competitive remuneration package and professional work environment. Shortlisted candidates will be required to go through ICAP's selection process. Please note that 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 latest by **May 05, 2024**.