

EXCITING CAREER OPPORTUNITIES 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.



MANAGER - KARACHI, **LEARNING MANAGEMENT SYSTEM** **(LMS) AND DIGITAL SERVICES**

Key Responsibilities:

- Oversee the comprehensive management of the ICAP's LMS for study material, ensuring seamless operation, accessibility, and a user-friendly experience for all users.
- Ensure digital learning resources are systematically organized, regularly updated, and fully compliant with organizational standards, user policies, and data security regulations.
- Track system performance, troubleshoot issues promptly, and collaborate with vendors for regular maintenance and timely enhancements.
- Lead and manage LMS-related projects, including upgrades, integrations, and process improvements.
- Provide guidance and mentorship to a team of LMS administrators and digital learning specialists.
- Ensure staff training on LMS functionalities, best practices, and troubleshooting to maximize efficiency and user engagement.
- Monitor LMS usage and assess its effectiveness, providing detailed reports and insights to senior management.

Required Education, Experience and Skills:

- Master's degree in Information Technology / Business Administration / Project Management from HEC recognized university/institute.
- 3 to 5 years of hands-on experience in LMS administration, digital learning solutions, and project management, and expertise in stakeholder coordination, vendor management, and system administration.
- Proficient in LMS platforms (e.g., Moodle, Blackboard, Canvas or similar), course structuring, content management, user support, and collaboration with internal teams and IT.
- Strong leadership and multitasking abilities in a fast-paced environment.
- Candidate with basic knowledge of HTML, CSS, JavaScript, API integration and familiarity with data protection regulations, compliance standards in digital learning, Adobe Creative Suite, Canva, or e-learning content tools, AI applications in digital learning, such as automated assessments, personalized learning experiences, and AI-driven analytics, shall be preferred.

Shortlisted candidates will be required to go through the selection process of ICAP. The position offers a market-competitive remuneration package depending on the candidate's profile, along with benefits including an ICAP-maintained Car. Please note that the employee retirement age at ICAP is 60 years.

DEPUTY MANAGER - KARACHI **DEPARTMENT OF INITIAL** **PROFESSIONAL DEVELOPMENT**

Key Responsibilities:

- Coordinate with content specialists for academic content development and review to ensure the quality and timely delivery of study material.
- Contribute to special assignments, including academic mapping, policy documentation, international benchmarking, event management, and stakeholders' engagement for upcoming initiatives, as assigned by the supervisor.
- Support the digitalization of study materials and proofread content for accuracy.
- Conduct and document research on academic structures and curriculum.
- Maintain updated agreements of vendor's/service providers and payment records to ensure accuracy and compliance;
- Coordinate contract renewals and related communication as needed.
- Address student queries received via email and other support platforms and ensure their timely and effective resolution.
- Conduct research and support the design, development, and execution of Shariah-related courses in line with Islamic Finance principles and relevant standards.
- Perform any other tasks assigned by the supervisor.

Required Education, Experience and Skills:

- The candidate must be a Professional Accounting Affiliate with 02 years of relevant experience or an MBA degree holder from a well-reputed HEC-recognized university with 03 years of experience.
- Preference will be given to candidates with academic or practical exposure to Islamic Finance or Shariah-Compliant frameworks.
- The candidate should possess excellent communication and interpersonal skills, strong organizational and multitasking abilities, and be a proactive problem-solver with keen attention to detail.
- Must be capable of working independently and collaboratively in a fast-paced environment.

Shortlisted candidates will be required to go through the selection process of ICAP. The position offers market-competitive remuneration package depending on the candidate's profile, along with benefits and a professional working environment. Please note that the employee retirement age at ICAP is 60 years.

Interested candidates may apply online by visiting <http://career.icap.org.pk/> or send their updated resumes via email to hrd@icap.org.pk by July 04, 2025.