

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.



OFFICER EDUCATION AND TRAINING - LAHORE

ICAP is looking to induct a dynamic and energetic individual for the above position:

Key Responsibilities:

- Assist in managing scholarship programs (including needs-based, merit-based, and other-funded initiatives), ensuring accurate data management and record-keeping.
- Conduct thorough scrutiny of applications to verify compliance with eligibility criteria.
- Support additional tasks related to scholarship administration, such as stakeholder coordination or reporting, as assigned.
- Facilitate walk-in visitors and respond to telephone inquiries, providing timely and accurate information.
- Assist in organizing events and provide support for other assignments as directed.

Required Education, Experience and Skills:

- The candidate must have Bachelor's Degree in Business Administration or an equivalent qualification from HEC recognized University preferably with 1–2 years of relevant experience in the administration of student-related activities and have used MS Office.
- Effective communication, time management, interpersonal skills, planning and organizing are required.

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 using <http://career.icap.org.pk/> or send their updated resumes via email to hrd@icap.org.pk by August 15, 2025.