

AN EXCITING CAREER OPPORTUNITY TO EXCEL

The Institute of Chartered Accountants of Pakistan (ICAP) is established as an autonomous body under the Chartered Accountants Ordinance, 1961. ICAP strives to promote professional excellence, provide the best services to its stakeholders, and safeguard the public interest.



DEPUTY DIRECTOR - KARACHI

DEPARTMENT OF TECHNICAL SERVICES

The position reports to the Head of Technical Services Department & Chairman of Auditing Standards and Ethics Board.

Key Responsibilities:

- Obtain instructions and guidelines from the Auditing Standards and Ethics Board regarding deployment of any new projects and perform proactive role in developing related working papers;
- Conduct research through examining international developments on Audit & Assurance, Sustainability Assurance and Ethics Standards;
- Carry out comparative study of local regulatory requirements with international developments;
- Prepare initial draft working papers based on research findings for presentation to the Auditing Standards and Ethics Board;
- Compile minutes from meetings including key decisions agreed upon by the Auditing Standards and Ethics Board, circulate the minutes among the Board members, receive and incorporate further comments in working papers and finalize;
- Coordinate with Board Chairman for setting of meeting schedule and agenda, prepare key communications / documents / circulars for public comments as per directions of the Board, incorporating comments received and prepare the working papers for presenting the documents for approval of the Board;
- Dissemination of final documents / circulars to ICAP members & public;
- Perform a key role in developing material relating to Audit, Assurance & Ethics for capacity building of members, and conducting workshops / seminars for this purpose; and
- Delivering presentations on Audit & Assurance, Sustainability Assurance and Ethics Standards, and related local regulatory developments in Workshops and Seminars.

Required Education, Experience and Skills:

- A Chartered Accountant (ICAP Member) with at least 08 years of post-qualification working experience.
- The candidate must possess strong interpersonal skills with the ability to manage senior stakeholder groups with diverse views.
- Should be able to work independently, take initiatives and direct others.
- Strong problem-solving, drafting/report writing, communication and management skills.

The shortlisted candidates will undergo ICAP's selection process. The position offers a market-competitive remuneration package based on the candidate's profile, along with benefits, including an ICAP-maintained Car. Please note that the retirement age at ICAP is 60 years.

Eligible candidates may apply online using <http://career.icap.org.pk/> or send resumes via email to hrd@icap.org.pk by September 11, 2025.