

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 ADMINISTRATION – CONTRACTUAL (ABBOTTABAD)

Key Responsibilities:

- Manage the front desk to address visitor queries, ensure relevant communications are made efficiently.
- Assist with general administrative tasks such as filing, record keeping, data management, and maintaining office supplies.
- Assist in the smooth conduct of ICAP examinations in coordination with the Examination Department, ensuring adherence to schedules, protocols, procedures, and standards.

Required Education, Experience and Skills:

- The candidate must have a Bachelor's Degree in Business Administration / Management Sciences from HEC recognized University.
- Preferably with at least 1-2 years of relevant working experience in handling administration of academics.
- Candidates must be proficient in using MS Office and must have strong communication skills.

Shortlisted candidates will undergo the selection process of ICAP. The position offers market-competitive remuneration package depending on the candidate's profile 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 October 07, 2025.