

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 best services to its stakeholders, and safeguard the public interest.



HEAD OF CORPORATE AFFAIRS - KARACHI

The position will report to the Secretary / COO of ICAP.

Key Responsibilities:

- Assist in organizing and coordinating meetings of ICAP's Council, Executive Committee, Task Forces, and other Committees;
- Prepare and compile comprehensive agendas, working papers, and minutes of the Council and Executive Committee meetings;
- Foster collaboration with internal departments to ensure smooth coordination and effective information flow;
- Manage communications with stakeholders and maintain detailed records of meeting decisions, action items, and resolutions;
- Ensure compliance with applicable laws, regulations, and corporate governance standards; provide legal and regulatory advice to management; and support the Secretary / COO of ICAP with assigned duties.

Required Education, Experience and Skills:

- A Chartered Accountant (ICAP member) with at least Five (05) years of post-qualification experience OR holds a degree in Law (LLM) and/or is a member of the Institute of Corporate Secretaries of Pakistan with a minimum of Six (06) years of relevant working experience in company secretarial, legal, or compliance role.
- Preferably have worked in Corporate Affairs Department / Board Secretariat / compliance role and must have ability to handle confidential information with integrity.
- Proficiency in drafting and reviewing legal documents and must be able to work independently and as part of a multidisciplinary team.
- Candidate must possess strong comprehension, communication, organizational skills with willingness to adapt to evolving organizational needs and embrace continuous development.

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.

Interested candidates may apply online using <http://career.icap.org.pk/> or send their resumes via email to hrd@icap.org.pk by October 14, 2025.