

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.



DEPUTY / ASSISTANT MANAGER INVESTIGATION DEPARTMENT - KARACHI

ICAP is looking to induct dynamic and energetic individual for the above position which will report to the Head of Investigation.

KEY RESPONSIBILITIES:

- Assist the Head of Investigation in matters related to investigation cases and functions of Investigation Committee of ICAP.
- Prepare the analysis of complaints, reports of the Investigation Committee and draft minutes of the meeting and letters/notices in light of the applicable laws and regulations.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- The ideal candidate must have completed mandatory training period from approved training organization of ICAP and have at least passed 03 papers of the Certified Finance & Accounting Professional (CFAP) stage of ICAP's examinations.
- Experience of handling off-site or on-site regulatory inspections/statutory inquiries, compliance/corporate and legal affairs and should be able to manage secretarial work.
- Proficiency in drafting and report writing, coupled with analytical acumen is required.

Shortlisted candidates will be required to undergo the selection process of ICAP. The position offers market-competitive remuneration 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 resumes via email to hrd@icap.org.pk by October 15, 2025.