

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.



ACADEMIC CONTENT SPECIALIST DEPUTY MANAGER (KARACHI)

This position will report to the Senior Manager, Department of Initial Professional Development.

Key Responsibilities:

- Coordinate with academic content developers and review to ensure the quality and timely delivery of study material.
- Contribute in academic mapping, policy documentation, international benchmarking, event management, and stakeholders' engagement for upcoming initiatives, as assigned by the supervisor.
- Conduct and document research on academic structure and curriculum while supporting the design, development, and execution of Shariah-related courses in line with Islamic Finance principles and relevant standards.
- Support the digitalization of study materials and proofread content for accuracy.
- Maintain updated agreements of vendors/service providers and payment records to ensure accuracy and compliance, coordinate contract renewals and related communication as needed.
- Perform any other tasks assigned by the supervisor.

Required Education, Experience and Skills:

- Must have a Masters / Bachelors degree in Business Administration, Management, Education or a related field from HEC-recognized University with 3-5 years of relevant working experience in academic environment.
- Candidates with academic or practical exposure to Islamic Finance or Shariah-Compliant frameworks are also encouraged to apply.
- Should possess excellent communication and interpersonal skills, strong organizational and multitasking abilities, and be a proactive problem-solver with keen attention to detail.
- Must be capable of working independently and collaboratively in a fast-paced environment.

Shortlisted candidates will go through the ICAP's selection process. The position offers a market-competitive remuneration package depending on the candidate's profile plus benefits and a professional work environment.

Please note the employee retirement age at ICAP is 60 years.

Eligible candidates may apply by visiting <http://career.icap.org.pk/> or send their resumes via email to hrd@icap.org.pk by October 17, 2025.