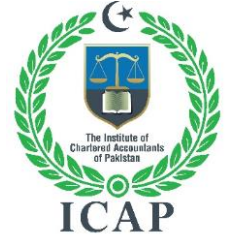


AN EXCITING CAREER OPPORTUNITY TO EXCEL

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 LEGAL (CONTRACTUAL) - KARACHI

Key Responsibilities:

- Assist in drafting and legal vetting of agreements, contracts, MOUs and other legal documents;
- Review the legal documents and any other relevant documents;
- Prepare letters, replies, written statements, counter affidavits, and rejoinders, etc.;
- Provide daily update to Head of Department and other Senior Associates regarding the ongoing litigation cases;
- Update record/MIS of litigation cases; and
- Stay abreast of the latest development of Laws.

Required Qualification, Experience and Skills:

- The candidate must hold a recognized Law Degree with 6 months to 1 years of hands-on experience and knowledge of corporate law, legal affairs.
- Candidates with experience of preparing, reviewing, drafting, commenting on contracts and/or agreements with clients will be preferred.
- Good understanding of legal language, excellent drafting/communication, time management and administrative skills.

Shortlisted candidates will undergo ICAP's selection process. The position offers market-competitive remuneration package based on the candidate's profile and professional working environment. Please note that the retirement age at ICAP is 60 years.

Eligible candidates can apply online using <http://career.icap.org.pk/> or send their updated resumes via email to hrd@icap.org.pk by October 21, 2025.