

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



MANAGER - STUDENT AND TRAINING AFFAIRS (KARACHI)

Key Responsibilities:

- The position is primarily responsible to supervise smooth operations of training, student affairs and learning partners.
- Develop a strong understanding of ICAP's training structure, including Training Organizations (TOs); Inside Practice (TOiPs), Outside Practice (TOoPs), Overseas TOs, and Public Sector TOs.
- Oversee and support the placement and progress of CA trainees across approved Training Organizations in line with ICAP's regulations.
- Ensure proper implementation of training policies, procedures, and compliance requirements under the Education & Training Scheme.
- Facilitate continuous liaison with TOs to address trainee-related matters, supervision standards, and performance feedback mechanisms.
- Develop and maintain a comprehensive understanding of Registered Accounting Education Tutors (RAETs), Relevant Degree Awarding Institutes (RDAIs), and Specified Degree Awarding Institutes (SDAIs), and support initiatives aimed at strengthening collaboration and alignment with ICAP's education and training framework.
- Assist in strategic initiative of directorate and coordination with external as well as internal stake holders.
- Manage and oversee all aspects of student affairs, including trainee registration, induction, guidance, welfare, and academic support.
- Engage and coordinate with internal departments such as Examinations, Initial Professional Development (IPD), Membership, and Finance to ensure effective implementation of student and training-related processes, timely resolution of matters, and seamless communication across functions.
- Leverage knowledge of HEC policies, international higher education frameworks, and global Chartered Accountancy training models to strengthen ICAP's education and training systems.
- Any other tasks assigned by the reporting authority/Head of Department.

Required Qualification, Experience and Skills:

- The ideal candidate should be a Chartered Accountant (ICAP Member), with 1 to 2 years of post-qualification experience OR holds a Master's degree in Business/Public Administration, Management, Social Science, or a related discipline from HEC-recognized University with at least Six (06) years of relevant experience in training, education management, or institutional compliance.
- Knowledge of CA Education and training will be an added advantage.
- Must be adept in MS-Office
- Must have good communication and stakeholder management skills, analytical and reporting skills, emotional intelligence and conflict resolution skills, team management and problem-solving skills, administrative and organizational skills.

The 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 29, 2025.