

EXCITING CAREER OPPORTUNITIES 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 ACADEMICS (01) - KARACHI

Key Responsibilities:

- Support in conducting education and research-related tasks/activities.
- Collaborate with external researchers and educationists to enhance the quality of education provided to our students.
- Engage in communication with students, effectively addressing and resolving their academic and professional concerns.

Required Qualification, Experience and Skills:

- A Chartered Accountant (ICAP member) with at least 03 years of post-qualification experience OR holds a Master's degree in a related discipline from HEC-recognized University/Institute with at least 5 to 10 years of relevant working experience in academics.
- Candidates with strong communication and report-writing skills and a flair for analysis and research will be preferred.
- Good command and enthusiasm for information technology.

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.

DEPUTY MANAGER (02) AND ASSISTANT MANAGER ACADEMICS (01) - KARACHI

Key Responsibilities:

- Assist in conducting education and research related initiatives and coordinate the development of assessment material.
- Assist in monitoring and evaluating academics programs in accordance with quality benchmarks and responsible to proactively support manager/senior manager academics on educational projects.
- Maintain academic data base and provide analytical support for decision making related to education initiative and facilitate in inter-department coordination particularly concerning matters related to education.

Required Qualification, Experience and Skills:

- The ideal candidate should hold a Master's degree in a related discipline from HEC-recognized University/Institute with at least 03 years of relevant working experience in academics.
- Candidates with flair of analysis and research will be preferred.
- Good command and enthusiasm for information technology.

SENIOR OFFICER (02) AND OFFICER ACADEMICS (02) - KARACHI

The candidate will be responsible for education and related activities, to ensure the timely completion of assigned tasks with accuracy.

Required Qualification, Experience and Skills:

- Master's or Bachelor's Degree in Mathematics/ Statistics/ Economics/ Commerce or in a related field from HEC-recognized University/Institute with 1 to 2 years of relevant working experience.
- Proficient in MS Office and communications.

Shortlisted candidates will undergo ICAP's selection process. Above positions offer market-competitive remuneration packages based on the candidate's profile, along with benefits. 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 CVs via email to hrd@icap.org.pk by November 07, 2025.