

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.



MANAGER, LEARNING MANAGEMENT SYSTEM (LMS) AND DIGITAL SERVICES - KARACHI

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

Key Responsibilities:

- Oversee the comprehensive management of the ICAP's LMS for study material, ensuring seamless operation, accessibility, and a user-friendly experience for all users.
- Ensure digital learning resources are systematically organized, regularly updated, and fully compliant with organizational standards, user policies, and data security regulations.
- Track system performance, troubleshoot issues promptly, and collaborate with vendors for regular maintenance and timely enhancements.
- Lead and manage LMS-related projects, including upgrades, integrations, and process improvements.
- Provide guidance and mentorship to a team of LMS administrators and digital learning specialists.
- Ensure staff training on LMS functionalities, best practices, and troubleshooting to maximize efficiency and user engagement.
- Monitor LMS usage and assess its effectiveness, providing detailed reports and insights to senior management.

Required Education, Experience & Skills:

- The candidate must be a Master's or Bachelor's degree holder in Information Technology / Business Administration / Project Management from HEC recognized university/institute.
- 3 to 5 years of hands-on experience in LMS administration, digital learning solutions, and project management with expertise in stakeholder coordination, vendor management, and system administration.
- Proficient in LMS platforms (e.g., Moodle, Blackboard, Canvas or similar), course structuring, content management, user support, and collaboration with internal teams and IT.
- Strong leadership and multitasking abilities in a fast-paced environment.
- Have basic knowledge of HTML, CSS, JavaScript, API integration and familiarity with data protection regulations and compliance standards in digital learning, Adobe Creative Suite, Canva, or e-learning content tools, AI applications in digital learning, such as automated assessments, personalized learning experiences, and AI-driven analytics, shall be preferred.

The position offers a market-competitive remuneration package depending on the candidate's profile, along with benefits including an ICAP-maintained Car.

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

Eligible candidates may apply by visiting <http://career.icap.org.pk/> or email your resume to hrd@icap.org.pk by November 11, 2025.