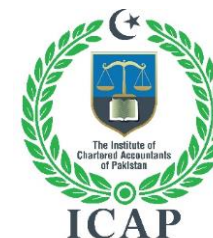


EXCITING CAREER OPPORTUNITIES TO EXCEL

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 - INVESTIGATION DEPARTMENT (KARACHI)

Key Responsibilities:

- Perform analysis of complaints registered against members/students in light of applicable laws, prepare agenda and working papers for the meetings of Investigation Committee.
- Gather facts, information and present cases of professional misconduct to the Investigation Committee.
- Provide support in implementation of decisions taken by the Investigation Committee regarding cases of professional misconduct.
- Any other responsibilities assigned by the head of department.

Required Education, Experience and Skills:

- The candidate must be a Chartered Accountant (ICAP Member), having 1 to 2 years of post-qualification experience.
- Must have good report writing/drafting, analytical, communication and management skills.

Shortlisted candidates will undergo ICAP's selection process. The position offers 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 / ASSISTANT MANAGER - INVESTIGATION DEPARTMENT (KARACHI)

Key Responsibilities:

- Assist the Head of Investigation in matters related to investigation cases and functions of Investigation Committee of ICAP.
- Prepare the analysis of complaints, reports of the Investigation Committee and draft minutes of the meeting and letters/notices in light of the applicable laws and regulations.

Required Education, Experience and Skills:

- The ideal candidate must have completed mandatory training period from approved training organization of ICAP and have at least passed 03 papers of the Certified Finance & Accounting Professional (CFAP) stage of ICAP's examinations.
- Experience of handling off-site or on-site regulatory inspections/statutory inquiries, compliance/corporate and legal affairs and should be able to manage secretarial work.
- Proficiency in drafting and report writing, coupled with analytical acumen is required.

Shortlisted candidates will undergo ICAP's selection process. The position offers market-competitive remuneration package based on the candidate's profile, along with benefits. 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 November 18, 2025.