

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.



MANAGER DIGITAL ASSURANCE & ACCOUNTING KARACHI

The position will report to the Head of the Department who manages Digital Assurance and Accounting Board (DAAB).

Key Responsibilities:

- Play a prominent role in the planning and execution of Digital Board initiatives and strategic projects, including close coordination with Senior Digital Board Members.
- Develop technology-focused training materials, manuals, guidance documents, and other capacity-building resources for members and students.
- Contribute significantly to the design, rollout, and quality assurance of new technology certification programs.
- Deliver technology training sessions, demos, workshops, and webinars for ICAP stakeholders.
- Collaborate with internal teams, regulators, and external partners to ensure the smooth implementation of DAAB's programs and activities.
- Oversee logistics and ensure high-quality content delivery across Digital Board events and initiatives.
- Be a central point of contact to member and stakeholder technical guidance related to Digital Board processes, digital training programs, and technical materials.

Required Education, Experience and Skills:

- A Certified Business Accountant (CBA) with at least 03 years of post-qualification experience OR a Master's degree holder in related field from an HEC-recognized institution with over 05 years of post-graduate experience.
- Possess hands-on experience in developing technology-related technical IT projects, training programs in collaboration with technical experts and supporting associated training programs.
- Expertise in developing content for brochures, flyers, and a range of marketing activities.
- IT expertise in handling software's or ERP.
- Has strong command over English language including report-writing and communication with senior leaders.

Shortlisted candidates will be required to go through the Institute's selection process. The position offers market-competitive remuneration and ICAP-Maintained Car plus benefits and a professional work environment. Please note the employee retirement age at ICAP is 60 years.

Eligible candidates may apply online at <http://career.icap.org.pk/> or send their updated resumes via email to hrd@icap.org.pk by December 23, 2025.