

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.



ASSISTANT MANAGER ADMINISTRATION (GUJRANWALA)

The position will report to the Regional Head North, based in Lahore.

Key Responsibilities:

- Oversee operations of the ICAP Gujranwala Office, ensuring a professional environment.
- Facilitate students, members, education partners, and visitors by addressing queries and providing accurate guidance on ICAP processes and the CA profession.
- Manage submission and verification of exemption/admission forms, examination forms, trainee contracts, membership applications, and related documents.
- Coordinate with Head Office to resolve student and partners queries; liaise with members in the region.
- Provide counseling to prospective students and parents, promoting awareness of the CA qualification.
- Support and coordinate seminars, workshops, and other ICAP activities in the vicinity.
- Handle administrative functions including office management, security of documents and assets, maintenance of files, memo records, work plans, and library operations.
- Perform basic accounts-related tasks for office operations and facilitate in administrative arrangements for ICAP examinations.
- Undertake any additional tasks assigned by the senior management.

Required Education, Experience and Skills:

- Bachelor's or Master's degree in Business Administration, Commerce, Management, or a related discipline, from HEC-recognized university.
- 3–5 years of experience in office administration, student affairs, people service, or operations preferably in an educational or professional institution.
- Experience in handling documentation, records management, or reporting and exposure to event coordination or outreach is desirable.
- Experience working with students, educational institutions, or membership-based organizations is a plus and understanding of ICAP structure, CA qualification pathways, and education administration is an advantage.

Shortlisted candidates will be required to go through the selection process of ICAP. The position offers a market-competitive remuneration package depending on the candidate's profile, along with benefits and a professional working environment. Please note that the employee retirement age at ICAP is 60 years.

Eligible candidates may apply online using <http://career.icap.org.pk/> or share their resumes at hrd@icap.org.pk by December 28, 2025.