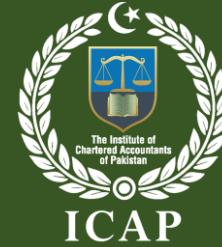# AN EXCITING CAREER OPPORTUNITY TO EXCEL

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.

**ICAP**

# ASSISTANT MANAGER
## DIGITAL ASSURANCE & ACCOUNTING - KARACHI

The position will report to the Manager or HoD, Digital Assurance and Accounting Board (DAAB).

**Key Responsibilities:**

- Support the planning and execution of Digital Board initiatives and projects through coordination with team members and Digital Board representatives.
- Assist in developing technology-focused training materials, manuals, and guidance documents for members and students.
- Contribute to the design and rollout of technology certification programs by supporting research, documentation, and quality checks.
- Support/Conduct training demos, basic workshops, and provide facilitation support during webinars and technology sessions.
- Coordinate with internal departments, external vendors, and stakeholders to ensure smooth execution of DAAB programs.
- Manage logistics, scheduling, and event arrangements for Digital Board activities.
- Serve as the first-level contact for queries related to Digital Board processes, training programs, and technical materials, escalating complex matters when needed.
- Manage and update the Learning Management System (LMS), including uploading course content, tracking participant progress, generating reports, and ensuring a smooth user experience.

**Required Education, Experience and Skills:**

- The candidate should hold a Certificate in Accounting & Finance (CAF) from ICAP, OR a Master's Degree in Finance/ Business/ Computer Science from HEC-recognized university with up to 3 years of relevant working experience.
- Experience of assisting in technology-related projects, training programs, or digital initiatives.
- Ability to develop or support the preparation of brochures, flyers, and other marketing materials.
- Basic to intermediate IT skills, including familiarity with software tools, ERPs, or digital platforms like LMS.
- Strong English writing and communication skills, with the ability to draft reports, prepare content, and communicate professionally with teams.

Shortlisted candidates will be required to go through the Institute's selection process. The position offers a market-competitive remuneration package depending on the candidate's profile 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 resumes via email to hrd@icap.org.pk by January 11, 2026.**