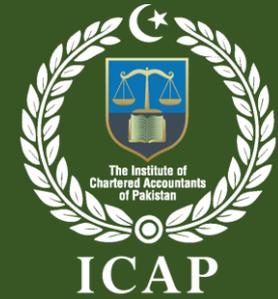


# AN EXCITING CAREER OPPORTUNITY TO EXCEL

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.



## SENIOR OFFICER, STUDENT & TRAINING AFFAIRS KARACHI

### Key Responsibilities:

- Support the reporting manager in coordinating with Training Organizations and Learning Partners, and in managing student affairs functions.
- Contribute quality input to strengthen and enhance institutional relationships with Training Organizations, Trainees, and Learning Partners.
- Engage proactively with students to identify capacity-building opportunities, address and resolve student issues, and support departmental initiatives aimed at student engagement and related events.
- Manage assigned responsibilities to ensure the smooth day-to-day operations related to students, Training Organizations, and Learning Partners.

### Required Education, Experience and Skills:

- Bachelor's or Master's degree in Business Administration / Education / Management or a related discipline from an HEC-recognized university.
- 2 - 4 years of relevant experience in managing student affairs and training-related operations.
- Strong interpersonal and communication skills, with proficiency in Microsoft Office and the ability to prepare clear, well-structured reports and official correspondence.
- People-oriented professional with effective conflict resolution skills and the ability to work efficiently under deadlines.

Shortlisted candidates will undergo ICAP'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.

Interested candidates can apply using <http://career.icap.org.pk/> or send their resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by January 23, 2026.