

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 HUMAN RESOURCE - KARACHI

Key Responsibilities:

- Manage day-to-day HR operations across the employee lifecycle using SAP and other HR systems.
- Conduct training needs analysis and support the coordination of training programs.
- Update and maintain job descriptions and Key Performance Indicators (KPIs).
- Ensure accurate HR documentation and compliance with organizational policies and procedures.
- Prepare and maintain HR reports and employee data to support related planning and decision-making.
- Support HR communication and employee engagement initiatives.
- Perform other HR-related duties as assigned by management.

Education, Experience & Skills:

- The candidate must have Bachelor's OR Master's degree in Human Resource from an HEC recognized University.
- Minimum 2–4 years of relevant experience in a Human Resource function.
- Proficiency in MS Office and data management tools; SAP experience will be an added advantage.
- Possess good communication and task management skills.

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 may apply using <http://career.icap.org.pk/> or send their resumes via email to hrd@icap.org.pk by January 25, 2026.