

# 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 SOUTHERN REGIONAL COMMITTEE (KARACHI)

### Key Responsibilities:

- Lead and assist teams to ensure smooth logistics, stakeholder communication, and real-time problem-solving.
- Manage event registrations from online platforms, email, and other channels.
- Monitor and report on social media engagement and media coverage related to events.
- Track and ensure timely receipt of event revenue, sponsorships, and fees.
- Host events, prepare announcements, manage stage flow, and coordinate backstage operations (mics, presentations, SMDs, etc.).
- Assist leadership/committee members in planning and executing events.
- Support finance operations including budgets, P&Ls, payments, and coordination with banks and auditors.

### Required Education, Experience and Skills:

- Bachelor's or Master's degree in Business/Public Administration, Management, or a related discipline, from HEC-recognized university.
- 3–5 years of proven work experience in people services, or event management preferably in an educational or professional institution.
- Experience in handling documentation, records management, and exposure to event marketing and coordination is desirable.

Shortlisted candidates will undergo 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](mailto:hrd@icap.org.pk) by January 30, 2026.