

# OFFICER - MEMBERSHIP DEPARTMENT KARACHI

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 is looking to induct a devoted and energetic Officer, requirements of which are mentioned below:

## **Key Responsibilities:**

- Assist in carrying out engagement activities and research of international best practices.
- Maintain and create the database of members effectively ensuring completeness.
- Create and manage dashboard for reporting.
- Assist in various projects assigned from time to time and to coordinate with other departments to ensure all aspects are executed timely.

## **Required Qualification, Experience and Skills:**

- Must have a Bachelor's degree from HEC recognized University with at least 1-2 years of working experience.
- Must have hands on experience in using MS office, Power BI, and possess high capability to work under deadlines.
- Should be an energetic individual with strong communication, interpersonal skills and experience with data management.

Eligible candidates may apply online using <http://career.icap.org.pk/> or send their updated resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by February 16, 2026.

