

## AN EXCITING CAREER OPPORTUNITY TO EXCEL

The Institute of Chartered Accountants of Pakistan (ICAP) is established as an autonomous body under the Chartered Accountants Ordinance, 1961. ICAP strives to promote professional excellence, provide the best services to its stakeholders, and safeguard the public interest.



# **MANAGER / DEPUTY MANAGER** **STUDENT AND TRAINING AFFAIRS (KARACHI)**

### **Key Responsibilities:**

- The position is primarily responsible to supervise smooth operations of training, student affairs and learning partners.
- Manage and oversee all aspects of student affairs, including trainee registration, induction, guidance and welfare.
- Develop a strong understanding of ICAP's training structure and support the placement and progress of CA trainees across approved Training Organizations (TOs) in line with ICAP's regulations.
- Ensure proper implementation of training policies, procedures, and compliance requirements under the Education & Training Scheme 2025.
- Facilitate continuous liaison with TOs to address trainee-related matters, supervision standards, and performance feedback mechanisms.
- Develop a comprehensive understanding of learning partners and support initiatives aimed at strengthening collaboration and alignment with ICAP's education and training framework.
- Engage and coordinate with internal departments such as Examinations, Initial Professional Development (IPD), Membership, and Finance to ensure effective implementation of processes, timely resolution of matters, and seamless communication across functions.
- Plan and manage staff training initiatives, covering onboarding, continuous development, guidance, and welfare support.
- Any other tasks assigned by the reporting authority/Head of Department.

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

- The ideal candidate should be an ICAP Member, preferably with 1 to 2 years of post-qualification experience.
- Master's degree in Business/Public Administration, Management, Social Science, or a related discipline from an HEC-recognized University with 4-6 years of relevant experience in training, education management, or institutional compliance.
- Knowledge of CA Education and training will be an added advantage.
- Must be adept in MS-Office and have good communication and stakeholder management skills.
- Analytical and reporting skills along with conflict resolution and team management skills.

*Shortlisted candidates will undergo ICAP's selection process. The position offers a market-competitive remuneration package along with benefits as per ICAP's policy. Please note that the retirement age at ICAP is 60 years.*

**Eligible candidates may apply online using <http://career.icap.org.pk/> or send their resume via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by February 28, 2026.**