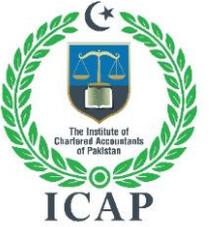


# **EXCITING CAREER OPPORTUNITIES TO EXCEL**



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.

ICAP is looking for an energetic and highly motivated candidate to fill the below positions:

## **INFORMATION / FRONT DESK OFFICER – ISLAMABAD**

### **Key Responsibilities:**

- The candidate shall be responsible for support the administrative functions including handling of phone calls and respond queries of ICAP Members, students and visitors by providing appropriate information.
- Maintain the record of incoming and outgoing mail.
- Provide support to other departments for events whenever required.

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

- The candidate should be a bachelor's degree holder from an HEC recognized University, with minimum 1-2 years' experience of handling front desk and operating Private Automatic Branch Exchange (PABX).
- Must have good communication and IT skills. Must be proficient in use of MS-Office and Outlook.
- Candidates having work experience in an educational institution (college / university) will be given preference.

## **OFFICER ADMINISTRATION – MULTAN**

### **Key Responsibilities:**

- Manage the affairs of the daily library operations, assisting members, maintaining records, organizing resources, and supporting events.
- Additionally, the candidate should provide administrative support as and when required.

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

- The candidate must have Bachelor's Degree in Business Administration or Management Sciences from an HEC recognized University.
- Preferably with at least 1-2 years' relevant working experience in University/Institute.
- Candidates must be proficient in using MS Office and must have strong communication skills.

**Shortlisted candidates will undergo the selection process of ICAP. The positions offer market-competitive remuneration package depending on the candidate's profile, along with benefits as per ICAP policy 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 send their updated resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by March 18, 2026.**