

# 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.



## **DEPUTY MANAGER /ASSISTANT MANAGER** **CONTINUOUS PROFESSIONAL DEVELOPMENT (KARACHI)**

ICAP is looking to induct a dynamic and energetic individual for the above position which will report to Senior Manager in the Continuous Professional Development.

### ***Key Responsibilities:***

- Responsible for creating strategic plans for the initiatives of Professional Accountants in Business (PAIB) Committee.
- Develop new opportunities and avenues for advocacy of PAIB especially for professional development programs.
- Curate effective visual presentations, work closely with the designer and marketing department for content management and/or social media engagement with a focus on output achieved.
- Ensuring timely delivery and quality output in all initiatives and that the operations are carried out timely with supervision.

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

- Master's Degree with 3 - 5 years of relevant working experience OR a Bachelor's Degree in Business Administration / Management Sciences / Marketing and Communications or a relevant field from HEC-recognized University with 4 - 6 years of relevant working experience.
- Possess at least 02 years of working experience in managing operations, logistics and co-ordinations related to large-scale events with accurate data and record management.
- Must have proficiency in MS Office and the ideal candidate should be proactive and enthusiastic.

**Shortlisted candidates will be required to go through the selection process of ICAP. The position offers 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 send their updated resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by March 20, 2026.