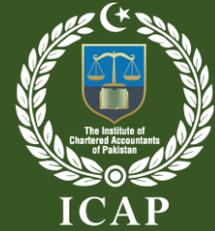


# AN EXCITING CAREER OPPORTUNITY TO EXCEL

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.



## **SENIOR OFFICER DIGITAL ASSURANCE & ACCOUNTING – KARACHI**

### **Key Responsibilities:**

- Assist in developing marketing content, presentations, and communication materials.
- Coordinate with internal departments to ensure timely task execution.
- Monitor and report event/program nominations and handle participant queries.
- Support logistical arrangements for events, seminars, webinars, conferences, and training programs.
- Prepare and circulate minutes of meetings.
- Conduct research, surveys, and studies on technology trends and best practices.
- Manage end-to-end coordination of training programs, including scheduling, communication, trainers' liaison, session management, and timely reporting.

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

- The ideal candidate must have a Master's or Bachelor's degree in Business Administration / Management or Computer Sciences or a related discipline from an HEC recognized University, preferably with 2-3 years of experience in handling training programs and related queries from various stakeholders.
- Strong communication, interpersonal, and program management skills with hands-on proficiency in Microsoft Office.

**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 21, 2026.