

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.



DIRECTOR HUMAN RESOURCES AND ADMINISTRATION (KARACHI)

The position will report to the COO / Secretary ICAP and will be responsible for leading ICAP's human capital strategy, aligning HR and Administration functions with ICAP's mission. This role will drive transformation, foster a high-performance culture, ensure compliance with global HR standards, and oversee administrative affairs.

Key Responsibilities:

- Lead and implement integrated HR and Administration strategies in line with ICAP's strategic objectives and governance framework.
- Oversee all HR functions including talent acquisition, learning & development, performance management, employee relations, and compliance.
- Drive organizational development, change management, workforce planning, and employee engagement initiatives.
- Oversee ICAP's administrative affairs, including facilities and real estate management, office services, security, utilities, asset management, and general administration.
- Ensure compliance with labor laws, regulatory requirements, institutional policies, and ethical standards.
- Manage administrative budgets, vendor relationships, contracts, and cost optimization initiatives.
- Implement HR technologies, analytics, and process improvements to enhance organizational effectiveness.
- Advise senior leadership and governing bodies on human capital, administrative, and operational matters.
- Lead and develop HR and Administration teams to ensure service excellence and continuous improvement.

Required Education, Experience and Skills:

- Master's degree in Human Resources, Business Administration or a related discipline from an HEC recognized University.
- Minimum 15+ years of progressive experience in HR leadership, with significant exposure to Administration, Facilities, or Corporate Services.
- Prior experience in professional services firms, educational institutions, or regulatory / statutory bodies preferred.
- Demonstrated experience in overseeing administrative affairs, facilities management, and support services at a senior level.
- Strong knowledge of HR systems (HRIS), HR analytics, workforce planning, and emerging global HR trends and must have Proven ability to lead organizational development, change management, and culture transformation initiatives.
- Sound understanding of labor laws, governance frameworks, and compliance requirements.
- Strong leadership, stakeholder management, communication, and strategic thinking skills.
- High level of integrity with the ability to operate effectively in a regulated and governance-driven environment.

The shortlisted candidates will undergo ICAP's selection process. The position offers a market-competitive remuneration package based on the candidate's profile, along with benefits, including an ICAP-maintained Car. 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 resumes via email to hrd@icap.org.pk by March 27, 2026.