

EXCITING CAREER OPPORTUNITIES 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.

DEPUTY MANAGER EDUCATION & POLICY- KARACHI (02)

The Deputy Manager, Education & Policy will support the design, review, and implementation of ICAP's education framework. This position will report to the Senior Manager, Department of Initial Professional Development.

Key Responsibilities:

- Facilitate in the development, and implementation of ICAP's education related initiatives.
- Assist in the development, review, and formatting of study materials.
- Support management and updating of content on the Learning Management System (LMS).
- Assist in the preparation of working papers, meeting minutes, and follow-ups of action points.
- Provide support in organizing events, workshops, and stakeholder engagements where required.
- Liaise with internal and external stakeholders, where required.
- Perform any other tasks as assigned by the supervisor.

Required Education, Experience and Skills:

- Certified Business Accountant (CBA), OR Master's / Bachelor's degree in Business Administration, Management, Education, or a related field from an HEC-recognized University.
- At least 03 - 05 years of relevant experience, preferably in education, qualifications development or policy-related roles. With sound understanding of professional education frameworks and qualification structures.
- Demonstrates strong analytical and research skills with proficiency in written and verbal communication.
- Proven ability in coordination and effective stakeholder management.
- Well-developed organizational and multitasking abilities with a proactive approach to problem-solving and strong attention to detail.
- Ability to work both independently and collaboratively in a fast-paced environment.

Shortlisted candidates will undergo ICAP's selection process. The position offers market-competitive remuneration package based on the candidate's profile, please note that the retirement age at ICAP is 60 years.

GRAPHIC DESIGNER ASSISTANT MANAGER (KARACHI)

This position will report to the Senior Manager, Department of Initial Professional Development.

Key Responsibilities:

- Design and format professional documents (study materials, reports, syllabi, directives) with strong attention to layout, structure, and presentation quality.
- Design high-quality materials, including brochures, infographics, and digital content.
- Create visually engaging PowerPoint presentations.
- Develop basic animations and multimedia content for learning and promotional purposes.
- Perform any other tasks or responsibilities, as assigned by the supervisor.

Required Qualification, Experience and Skills:

- Bachelor's degree in Computer Science, Marketing, or any related field from an HEC-recognized university. Candidates with additional certifications or diplomas in graphic design, multimedia, or digital design will be preferred.
- 02-04 years of experience in graphic designing and document formatting. Experience in e-learning/LMS content development will be an added advantage.
- Strong command of Microsoft Word (advanced), Microsoft PowerPoint (professional presentations), and PDF editing tools
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects / Premiere Pro preferred).
- Strong attention to detail, creativity, and time management skills.

Shortlisted candidates will undergo ICAP's selection process. The position offers market-competitive remuneration package based on the candidate's profile. 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 updated CVs via email to hrd@icap.org.pk by April 21, 2026.