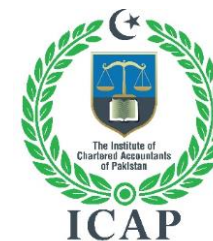


# AN EXCITING CAREER OPPORTUNITY

The Institute of Chartered Accountants of Pakistan (ICAP), is established as an autonomous body under the Chartered Accountants Ordinance, 1961 (the Ordinance). ICAP strives to promote professional excellence, provide the best services to its stakeholders and safeguard the public interest.



## **OFFICER (CONTRACTUAL) - LEGAL DEPARTMENT KARACHI**

### **Key Responsibilities:**

- Assist in drafting and legal vetting of agreements, contracts, MOUs and other legal documents;
- Review the legal document and any other relevant documents;
- Prepare Letters, Reply, Written Statements, Counter Affidavit, and rejoinders, etc.;
- Provide daily update to Head of Legal regarding the ongoing Litigation cases;
- Update record/MIS of Litigation cases and court files; and
- Stay abreast of the latest development of Laws.

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

- The candidate must hold a recognized Law Degree with 6 months to 1 year of hands-on experience and knowledge of corporate law and legal affairs.
- Candidates with experience of preparing, reviewing, commenting, and drafting contracts and/or agreements.
- Good understanding of legal language, excellent drafting/communication, time management and administrative skills.

Shortlisted candidates will undergo ICAP's selection process. This position offers market-competitive remuneration package based on the candidate's profile and professional working environment. Please note the retirement age at ICAP is 60 years.

Eligible candidates can apply online using <http://career.icap.org.pk/> or send their resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by May 26, 2026.