

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.



ASSISTANT MANAGER ADMINISTRATION (KARACHI)

This position will report to the Senior Manager Administration at ICAP Head office Karachi.

Key Responsibilities:

- Manage facility bookings and coordinate venue arrangements for meetings, events, examinations, and external rentals.
- Oversee event logistics, including seating plans, audio-visual arrangements, venue readiness, and protocol requirements.
- Ensure effective maintenance, cleanliness, and smooth day-to-day operation of office facilities.
- Supervise administrative arrangements for examinations, events, and facility rentals in accordance with organizational standards.
- Manage the operation, maintenance, servicing, insurance, and documentation of the organization's vehicle fleet.
- Supervise housekeeping and support staff to ensure high service standards and efficient service delivery.
- Oversee the monitoring and maintenance of CCTV and security surveillance systems.
- Coordinate with internal and external stakeholders to support administrative and operational activities.
- Perform any other duties assigned by Management from time to time.

Required Education, Experience and Skills:

- Master's or Bachelor's degree in Business/Public Administration, Management, or related field, from HEC-recognized university.
- 3–5 years of proven work experience in office administration, people services, or operations preferably in an educational or professional institution.
- Experience in handling documentation, records management, and exposure to event coordination is desirable.

Shortlisted candidates will undergo the selection process of ICAP. The position offers a 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 resumes via email to hrd@icap.org.pk by June 30, 2026.