

## MANAGER - EDUCATION & POLICY (KARACHI)

The role is responsible for supporting the design, development, implementation, and continuous improvement of ICAP's education framework, ensuring alignment with international education standards and evolving market needs.

### Key Responsibilities:

- Support the development and review of ICAP's education schemes, curriculum, and related initiatives.
- Support the development, review, and timely availability of study materials, including coordination with subject experts.
- Lead education related initiatives, as assigned by the supervisor.
- Provide secretarial support to committees, including preparation of working papers and minutes, and ensuring follow-up actions.
- Perform any other tasks assigned by the supervisor.

### Required Education, Experience and Skills:

- A Chartered Accountant (ICAP member) preferably with 01 year of post-qualification experience OR a Master's degree-holder in Business Administration, Management, Education, or any related discipline from an HEC-recognized University/Institute with at least 05 years of relevant working experience.
- Strong understanding of professional education frameworks with experience in curriculum development, academic program management, and policy formulation.
- Excellent analytical, research, communication, leadership, and stakeholder management skills. Must have the ability to manage multiple projects and meet deadlines in a fast-paced working environment.

**Interested candidates may apply by visiting <https://career.icap.org.pk/> or send their resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by July 26, 2026.**