

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.



MANAGER - EDUCATION AND 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.

Shortlisted candidates will undergo ICAP's selection process. This position offers a market-competitive remuneration packages along with benefits including an ICAP-maintained Car. Please note that the employee retirement age at ICAP is 60 years.

Eligible candidates may apply online through <http://career.icap.org.pk/> or email their resumes to hrd@icap.org.pk by August 20, 2026.