

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.



SENIOR MANAGER - EDUCATION AND POLICY (KARACHI)

The position will report to the Head of Initial Professional Development (IPD) Department.

Key Responsibilities:

- Manage the development, review, implementation, and continuous enhancement of ICAP's education schemes, qualification framework, curriculum, and education policies, ensuring alignment with the Institute's strategic objectives.
- Assist the Head of the Department in executing strategic education initiatives, policy reforms, and qualification development projects to strengthen ICAP's professional education framework and respond to emerging professional, technological, and market developments.
- Ensure compliance with the International Education Standards (IESs) and other relevant educational and professional standards by recommending and implementing appropriate policy and curriculum enhancements.
- Supervise development, review, and continuous enhancement of study materials, ensuring alignment with approved curriculum, learning outcomes, and educational objectives.
- Manage committee secretariat functions, including timely preparation of agendas, working papers, concept papers, reports, proposals, presentations, minutes, follow-up actions, implementation of committee decisions, and other strategic documentation relating to education, curriculum, and policy matters.
- Contribute to departmental projects, cross-functional initiatives, and other strategic assignments through effective stakeholder engagement, team leadership, and timely execution of organizational objectives.
- Perform any other tasks assigned by the Head of the Department.

Required Education and Experience and skills:

- A Chartered Accountant (ICAP Member) with 4 to 5 years of post-qualification working experience; OR must hold a Master's degree in Education, Business Administration, Accounting and Finance, Public Policy, or a closely related discipline from an HEC-recognized university/institute with 6 to 8 years of relevant experience.
- Must possess excellent analytical, policy development, communication, leadership, stakeholder management, and report-writing skills, with the ability to manage multiple strategic assignments and proficiency in Microsoft Office.

Shortlisted candidates will go through the ICAP's selection process. The position offers market-competitive remuneration depending on the candidate's profile, along with benefits including ICAP-Maintained Car as per policy.

Please note that the employee retirement age at ICAP is 60 years.

Eligible candidates may apply by visiting <https://career.icap.org.pk/> or send their resume via email to hrd@icap.org.pk by September 17 2026.