

AN EXCITING CAREER OPPORTUNITY TO EXCEL

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.



SENIOR OFFICER LEGAL DEPARTMENT – KARACHI (CONTRACTUAL POSITION)

Key Responsibilities:

- Draft and conduct legal vetting of agreements, contracts, MOUs, NDAs, leases and other legal documents, ensuring protection of the Institute's legal and institutional interests;
- Prepare and review legal notices, replies, written statements, counter-affidavits, rejoinders, objections and other pleadings, and assisting in handling litigation before courts, tribunals and other competent forums;
- Provide legal research, opinions and advice to various departments on statutory, regulatory, contractual, administrative and operational matters, while keeping abreast of developments in applicable laws and regulations;
- Review the legal document and any other relevant documents;
- 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 LLB Degree with 1 to 2 years 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 will be preferred.
- 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 that the retirement age at ICAP is 60 years.

Eligible candidates can apply online using <https://career.icap.org.pk/>
or email their resume to hrd@icap.org.pk by September 23, 2026.