

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.



DEPUTY / ASSISTANT MANAGER KARACHI

ICAP is looking to induct a dynamic and energetic individual for the above position, who will report to the Senior Manager of the Continuing Professional Development Department, specifically supporting the PAIB Committee of ICAP. The responsible staff will be required to facilitate the end-to-end execution of the projects initiated by the Professional Accountants in Business (PAIB) Committee of ICAP, including conferences, trainings, competitions, and advocacy meetings, as well as any other tasks assigned by the line manager.

Key Responsibilities:

- Manage & support the execution of the projects and other activities in liaison with the line manager and the PAIB sub-committees, including coordination with different stakeholders, working in a cross-functional team, content development, recording meeting minutes, drafting reports, meeting the deadlines, and execution of the project(s) as deemed necessary.
- Collaborate closely with the designer and marketing department as needed for creative content development, using infographics, charts, and other visual aids to summarize key takeaways.
- Responsible for creating content for PAIB Committee initiatives, including post-conference key takeaways, white papers from roundtable meetings, industry guidelines, brochures, etc.
- Be proficient in search optimization and prompt usage to identify key updates in the finance and business sectors. Support in the research for curating conference and other flagship content.
- Ensuring timely delivery and meeting deadlines are of utmost importance.
- Any other task assigned by the line manager from time to time for smooth execution of the PAIB Projects.

Required Education, Experience and Skills:

- Certified Business Accountant (CBA) of ICAP or holds a Master's Degree or Bachelor's (4 years program) in a related discipline from an HEC-recognized University, with 4 to 5 years of relevant work experience. Experience in developing business reports and publications will be preferred.
- Proficiency in MS Office and other professional tools necessary for content creation, along with suitable prompts for using AI platforms.
- Strong communication and teamwork skills, for attainment of the project objectives in a cross-functional team where necessary.
- The ideal candidate should be proactive and enthusiastic, with a strong interest in reading, researching, and content creation, including aesthetic review.

This is a full-time, on-site role, and shortlisted candidates will undergo ICAP's selection process. ICAP offers a market-competitive remuneration package along with benefits and a professional working environment.

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

Apply online using <https://career.icap.org.pk/> or email your resume to hrd@icap.org.pk by September 24, 2026.