

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 - CONTINUING PROFESSIONAL DEVELOPMENT (CPD) 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 Professional Accountants in Business (PAIB) Committee of ICAP. The responsible individual will be required to facilitate the end-to-end execution of the projects initiated by the PAIB Committee of ICAP, including conferences, trainings, competitions, and advocacy meetings, as well as any other tasks assigned.

Key Responsibilities:

- Manage assigned PAIB programs and flagship projects from planning to completion and evaluation, ensuring timelines, scope and budgets; coordinate logistics, registrations, vendors, speakers and cross-functional support.
- Coordinate with program partners, trainers, industry experts and internal teams for program delivery, participant support and issue resolution; monitor feedback, recommend improvements and timely prepare progress reports.
- Supervise assigned team members through work allocation, deliverable monitoring, quality review, guidance and timely escalation of issues.
- Oversee publications and related activities, including brochures, webpages, communications. participant correspondence, industry guidelines and post-conference publications; manage contributor follow-up, content/design review, proofreading, reference verification, approvals, minutes drafting, action trackers and attendance records.

Required Education, Experience and Skills:

- Certified Business Accountant (CBA of ICAP) or a Master's degree holder in Business Administration, Management or a related discipline from an HEC-recognized University.
- 6–8 years' relevant experience, including 3–4 years in project coordination and team supervision.
- Knowledge of project handling for professional development programs, stakeholder coordination, budgeting and reporting; publication experience preferred.
- Strong communication, project and stakeholder management skills, with proficiency in MS Office, data analysis and project-tracking tools.
- Proactive, collaborative and detail-oriented approach, with sound judgement and ability to manage multiple priorities and deadlines.

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 including an ICAP-Maintained Car. 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 October 18, 2026.