

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.



ASSISTANT MANAGER LEGAL DEPARTMENT KARACHI

Key Responsibilities:

- Provide legal research, opinions, and advice on statutory, regulatory and institutional matters ensuring that the Institute's interests are adequately safeguarded.
- Draft, review, and vet contracts, agreements, MOUs, policies, regulations, SOPs, and other legal documents.
- Support litigation and dispute resolution, prepare case documents, coordinate with external legal counsel, and monitor proceedings.
- Review legislative and regulatory developments, assess legal implications, ensure compliance, and support institutional governance, policy development, and revision.
- Provide legal support to statutory bodies, committees, boards, and institutional forums, including preparing and reviewing agendas, briefs, working papers, minutes, and recommendations.
- Liaise with government departments, regulatory authorities, professional bodies, external counsel, and other stakeholders on legal and institutional matters.
- Identify legal, regulatory risks, and recommend mitigation measures.
- Maintain legal records, litigation databases, case files and undertake special assignments as required.

Required Qualification, Experience and Skills:

- LLM/LLB from a recognized institution, with 3 to 4 years of relevant experience in corporate law and legal affairs.
- Sound knowledge of regulatory compliance, governance, contracts, and litigation.
- Strong legal research, analytical, drafting, vetting, communication, and report-writing skills.
- Ability to manage multiple assignments, coordinate with stakeholders, meet deadlines, and provide practical legal advice.
- Proficiency in legal documentation, record management, litigation monitoring and reporting.
- High standards of integrity, confidentiality, professional judgment, and attention to detail.

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 October 25, 2026.