

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.



OFFICER INFORMATION TECHNOLOGY KARACHI (CONTRACTUAL POSITION)

Key Responsibilities:

- Provide day-to-day desktop support across the institute, ensuring the smooth functioning of computer systems, workstations and related IT equipment.
- Troubleshoot hardware, software, and connectivity issues, ensuring timely resolution to minimize disruptions to daily operations.
- Install, configure, and maintain desktops, laptops, operating systems, software applications, printers, and other IT equipment as per institutional requirements.
- Respond to IT-related issues and service requests, provide technical assistance to employees, and maintain proper records to ensure effective support and timely resolution.
- Assist in setting up workstations for new employees, ensure proper system configuration, and maintain compliance with institutional IT policies, procedures, and security guidelines.

Qualification, Experience and Skills:

- Bachelor's Degree in IT, Computer Science, or a related field from an HEC-recognized University / Institute.
- Relevant hands-on experience in desktop support or IT helpdesk operations.
- Knowledge of Windows operating systems, Microsoft Office, hardware troubleshooting, and basic networking.
- Strong problem-solving, communication, and customer service skills.

Shortlisted candidates will go through the ICAP's selection process. The position offers market-competitive remuneration depending on the candidate's profile and a professional work environment.

Eligible candidates may apply using <https://career.icap.org.pk/> or send their resumes via email to hrd@icap.org.pk by November 01, 2026.