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.

ICAP

SENIOR OFFICER - STUDENT & TRAINING AFFAIRS

KARACHI

Key Responsibilities:

- Support the reporting manager in coordinating with Training Organizations and Learning Partners, facilitating the effective execution of departmental functions and initiatives.
- Contribute meaningful input to strengthen institutional relationships with Training Organizations, trainees, and Learning Partners, while proactively identifying opportunities for continuous improvement in stakeholder engagement.
- Engage proactively with students to identify capacity-building opportunities, address and resolve student issues, and support departmental initiatives and events aimed at enhancing student engagement.
- Manage assigned responsibilities to ensure efficient day-to-day operations and the timely delivery of services relating to students, Training Organizations, and Learning Partners.

Required Education, Experience and Skills:

- Master's or Bachelor's degree in Business Administration, Education, Management, or in a related discipline from an HEC-recognized university, with 2–4 years of relevant experience in student affairs, stakeholder coordination, and training-related operations.
- Strong interpersonal, written and verbal communication skills, proficiency in Microsoft Office, and the ability to prepare clear, well-structured reports and official correspondence.
- A people-oriented professional with effective problem-solving and conflict-resolution skills and the ability to meet deadlines efficiently.

Shortlisted candidates will undergo ICAP's selection process. The position offers market-competitive remuneration package depending on the candidate's profile plus benefits and a professional work environment. Please note the employee retirement age at ICAP is 60 years.

Eligible candidates can apply using https://career.icap.org.pk/ or email their resumes to hrd@icap.org.pk by November 15, 2026.