



## DIRECTORATE OF INDUSTRIAL LIAISON

NED University of Engineering & Technology

University Road, Karachi-75270 Pakistan

Tel: (+92-21) 99261261-8, Ext: 2274, 2218, Email: [dil@neduet.edu.pk](mailto:dil@neduet.edu.pk)



**'SAY NO TO CORRUPTION'**

04-08-2025

### 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.



### ASSISTANT MANAGER (CONTENT DEVELOPER) - KARACHI

ICAP is looking to induct dynamic and energetic individual for the above position which will report to the Senior Manager of Continuous Professional Development.

#### Key Responsibilities:

- Responsible for creating content for all PAIB Committee initiatives, including post-conference key takeaways, white papers from roundtable meetings, industry guidelines, reports, and brochures etc.;
- Present content effectively using infographics, charts, and other visual aids to summarize key takeaways;
- To be proficient in search optimization and using keywords to identify key updates in the finance and business sectors;
- Collaborate closely with the designer and marketing department as needed for creative content development and/or social media engagement and ensure regular updates in publications as directed by the Management; and
- Ensuring timely delivery and meeting deadlines are of utmost importance.

#### Required Education, Experience and Skills:

- Master's or Bachelor's degree in Mass Communication / Media Studies / Business Administration / Marketing / Communications or a relevant field with 3 - 5 years of relevant work experience, including proficiency in MS Office, Canva, Figma, and other professional tools necessary for content creation.
- At least 02 years of experience in developing business reports and publications will be preferred.
- Attention to word count and expertise in editorial reviews will be essential.
- The ideal candidate should be proactive and enthusiastic, with a strong interest in reading, researching, and content creation including the aesthetics review.

*Shortlisted candidates will be required to go through the selection process of ICAP. The position offers market-competitive remuneration package depending on the candidate's profile, along with benefits and a professional working environment. Please note that the employee retirement age at ICAP is 60 years.*

Interested candidates may apply online using <http://career.icap.org.pk/> or send their updated resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by August 14, 2025.



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## **DEPUTY DIRECTOR** **PROCUREMENT AND ADMINISTRATION**

This position is based in Karachi and will be responsible for leading the Procurement and Administration Functions at ICAP, ensuring efficiency, cost-effectiveness, and compliance. Reporting to the Chief Financial Officer (CFO), the role plays a key part in streamlining and ensuring that the functions align with ICAP's strategic objectives. The role encompasses management of real estate and properties, as well as oversight of the administrative functions.

#### **Key Responsibilities:**

- Develop and implement a centralized procurement strategy for efficiency and cost savings.
- Establish strong vendor relationships and ensure compliance with ICAP policies.
- Lead procurement negotiations and contract management.
- Ensure governance and regulatory compliance in all procurement activities.
- Drive cost optimization and identify local sourcing opportunities.
- Develop procurement performance reports and promote ethical compliance.
- Manage ICAP's real estate and property portfolio, including acquisition, leasing, maintenance, and disposal.
- Oversee administrative functions to ensure operational efficiency and support across departments.

#### **Required Education, Experience and Skills:**

- A qualified Civil or Mechanical Engineer with additional Bachelor's / Master's degree in Supply Chain Management from a HEC-recognized University/Institute.
- Having 10 to 15 years of experience in procurement, supply chain management, or turnkey project procurement.
- Proven work experience in property management and administration will be highly valued.
- Proficiency in SAP (preferably SAP MM & FIN module) and MS Office to ensure efficiency in procurement tracking, reporting, and financial integration.
- Exceptional negotiation, strategic planning, and leadership capabilities.
- Strong financial acumen, analytical thinking, and risk management skills to support decision-making and optimize cost-efficiency.

*The shortlisted candidates will undergo ICAP's selection process. The position offers a market-competitive remuneration package based on the candidate's profile, along with benefits, including an ICAP-maintained Car. Please note that the retirement age at ICAP is 60 years.*

**Interested candidates may apply online using <http://career.icap.org.pk/> or send their resumes via email to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) by August 12, 2025.**

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