

Career Opportunities

Explore your potential by joining the team of winning professionals

The Institute of Cost and Management Accountants of Pakistan (ICMA Pakistan) has been contributing to the national economy for more than 75 years. The Institute offers internationally acclaimed professional certifications of CMA through a well-established national and international setup of education and training. ICMA Pakistan has 12 campuses with a sizeable strength of over 17,000 students and more than 7,500 members located locally as well as globally.

ICMA Pakistan is continuously recruiting committed, dedicated, dynamic, trustworthy, and self-motivated professionals and consultants for its various campuses/offices. The Institute maintains a repository of qualified candidates and picks suitable applicants for screening interviews on an ongoing basis as positions become available.

Cadre-wise Positions

Director Cadres:

Positions: Assistant Director, Deputy Director, Joint Director and Director

Disciplines: Candidates having relevant senior management level exposure in the following area(s):

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|--------------------------------------------|------------------------------------|-------------------------------------|
| • Campus Management | • Finance | • Education |
| • Information Technology | • Examinations | • Internal Audit |
| • Research & Publications | • Project/ Construction Management | • Marketing & Communications |
| • Administration | • Legal | • Human Resource Management |
| • Technical Support & Practice Development | • Training & CPD | • Admission (Career Counselling) |
| • Government & Regulatory Affairs | • Centre of Excellence | • Job Placement & Industry Linkages |

Responsibilities: Enforcing business strategies, overseeing senior management staff, coordinating with departmental heads, to ensure that business strategies are regulatory compliant and aligned with best practices. Must be able to develop and prepare nationwide departmental goals, action plans and ensure their implementation, etc.

Qualifications: FCMA / ACMA / Ph.D or equivalent with preferably 5 years plus experience **OR** equivalent relevant Master's Degree with preferably 8 years plus experience.

Officer Cadres:

Positions: Assistant Officer, Officer

Exposure: Candidates having relevant middle management level exposure to assist senior management in above mentioned areas for day-to-day affairs and assignments pertaining to departmental/ campus administration/operations. Strong team player and able to work under pressure and deliver as per time-bound deadlines.

Responsibilities: Ensuring compliance of assigned tasks and abiding by the professional code of conduct of the Institute.

Qualifications: ACMA (Fresh) **OR** equivalent relevant Master's Degree with preferably 5 years plus experience.

Assistant Cadres:

Positions: Assistant, Senior Assistant

Exposure: Candidates having relevant experience of routine junior-level assignments and assisting in operational/administrative/finance assignments.

Responsibilities: Good team player having an assertive attitude with a strong urge to learn for career progression and growth within the organization.

Qualification: BS-4 years (Fresh) **OR** Bachelor's 02-years degree in relevant discipline with preferably 2 years plus experience.

ICMA Pakistan is an equal opportunity employer and has an IT-enabled environment. Selected candidates are expected to have proficiency in using MS Office (MS Word, MS Excel, and MS PowerPoint). The salary is negotiable, and facilities include contributory provident fund, gratuity, bonuses, leave encashment, hospitalization coverage, group insurance, etc. Selected candidates may be appointed/transferred to any location/place anywhere in Pakistan/abroad.

How to Apply: Interested applicants should visit the ICMA Pakistan's employment portal at <https://www.icmainternational.com/Jobportal> and fill in their credentials. ICMA Pakistan maintains a continuous recruitment process and picks suitable candidates from this repository for screening interviews immediately after publication and on an ongoing basis as and when required. Please ensure your data is kept updated for future reference. Any direct or indirect influence will lead to rejection of the application.

Human Resource Directorate

Institute of Cost and Management Accountants of Pakistan

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www.icmainternational.com