

Nationwide Positions

Head Office | Karachi | Lahore | Islamabad | Multan | Hyderabad
Explore your potential by joining the team of winning professionals

Explore your potential by joining the team of winning professionals

The Institute is currently looking for committed, dedicated, dynamic, trustworthy and self-motivated professionals for its nationwide vacant positions. The candidates should have following qualification and experience:

Positions	Job Description	Requirement
Deputy Director Corporate Relations & Communication (CR&C) (02 Positions-01 each for Lahore & Islamabad)	The incumbent should have good contacts in the market and experience of handling job placements, liaison for publication activities and have organized marketing events/seminars/conferences and job fairs. The candidates who either earlier served on the similar position or has been looking after corporate relations & communication/marketing at a reputed University / Institution or organization will be preferred.	The incumbent should be Master's / MBA / MPA in Marketing or Management with at least 5 years relevant experience. Should have excellent communication & interpersonal skills. Preferred Age: 30 ~ 40 years
Officer CR&C (03 positions-01 each for KHI, Islamabad & Multan)	The candidates who earlier served on the similar position at reputed Universities / Institutions and having experience of corporate relations & communication/marketing, securing placements and internship opportunities, organizing job fairs and events. The candidates with good HR contacts will be preferred.	The incumbent should be Master's/MBA/MPA in Marketing with minimum 2 to 4 years of relevant experience OR 4-year BS / BBA / BPA degree in Marketing with at least 4 years relevant experience. Should have excellent communication & interpersonal skills Preferred Age: 25 ~ 35 years
Officer HR (Karachi)	The candidate should be able to handle HR related works e.g. HR Operations, Recruitment & Selection, Performance Management and provide support on day to day HR Operational Matters.	The incumbent should be MBA/MPA in HRM with minimum 3 years of relevant experience. Age: 25 ~ 35 years
Officer Library (Karachi)	The incumbent will have to independently handle Library Operations within the campus and provide all support to the staff. S/he will work as a team member and assist in providing services to students and other visitors in a pleasant and efficient manner.	The incumbent should be Master's/MBA/MPA with minimum 2 years of relevant experience OR 4 -year BS / BBA degree with 3 years relevant experience. Preferred Age: 25 ~ 35 years
Assistant (Front Desk) (Karachi)	The incumbent will have to provide all support to various Front Desk activities including awareness and promotion, admissions, etc. The candidates who earlier served on the similar position at reputed universities/institutions will be preferred.	The incumbent should have Bachelor's degree with minimum 2 years relevant experience. Preferred Age: 20 ~ 30 years
Assistant Education (02 positions, 01 Each for KHI and Peshawar)	The incumbent will have to provide all support to various academic and students affairs activities including awareness and promotion, admissions, class scheduling, etc. The candidates who earlier served on the similar position at reputed universities/institutions will be preferred.	The incumbent should have Bachelor's degree with minimum 2 years relevant experience. Preferred Age: 20 ~ 30 years
Assistant Library (Hyderabad)	The candidate should be responsible for performing routine duties within the library and assisting library staff. S/he shall be able to independently handle library operations. S/he will work as a team member and assist in providing services to students and other visitors in a pleasant and efficient manner.	The incumbent should have Bachelor's degree with minimum 2 years relevant experience. Preferred Age: 20 ~ 30 years
Assistant Finance (Karachi)	The incumbent should have relevant experience in performing various tasks related to accounting and finance. S/he will have to provide full support in handling collections, payment to faculty and vendors and managing funds. The candidates who earlier served in Finance and Accounting department at leading organizations / institutions will be preferred.	The incumbent should have Bachelor's degree with minimum 2 years relevant experience and / or having experience in relevant field. Preferred Age: 20 ~ 30 years

General Attribute: The incumbent should have excellent interpersonal and managerial skills including team management and ability to work in pressure. Ability to motivate team and lead from the front through cooperation and continuing development of core competencies. ICMA Pakistan has IT enabling environment and selected candidate is expected to have proficiency in using MS Office (MS Word, MS Excel and Power Point). ICMA Pakistan is an equal opportunity employer and its facilities include gratuity, contributory provident fund, leave encashment, group insurance, hospitalization insurance, bonus, etc. The last date for submission of application is **23-Nov-2015**

The applicant should forward their particulars directly to email ID jobs@icmap.com.pk, only on a prescribed format that may be downloaded from Institute's website without any testimonials, mentioning position applied for in the subject column. Applications received through courier or postal services will not be considered for processing.

DIRECTOR ADMIN & HR
Institute of Cost and Management Accountants of Pakistan - Head Office, Karachi.

www.icmap.com.pk