



ICMA
Pakistan

Career Opportunities

The Institute is currently looking for committed, dedicated, dynamic, trustworthy, and self-motivated professionals for the following vacant position(s) in its Head Office, Karachi. The candidates should have the following qualifications and experience:

Position	Job Description	Requirement
Officer-IT (Help Desk)	<ul style="list-style-type: none">• Able to demonstrate the work within the given timelines.• Initiate to manage and ensure help desk activities alignment with the best practices.• Can manage and apply Windows Servers, LAN & MPLS, TMG & Antivirus centralize servers and firewalls.• Assist in a proper implementation of information security policies and standards.• Evaluate and monitor IT Security measures to protect against reasonably anticipated threats or hazards to the privacy, security, or integrity of protected information.• Maintain data backups and ensure readiness to restore Institute activities.	<ul style="list-style-type: none">• The incumbent should have a Bachelor's Degree in Computer Sciences from an HEC recognized University along with 2-4 years experience of work under the same capacity.• Possesses Problem solving skills with ability to develop good relationship with the employees.
Officer-IT (Oracle Developer)	<ul style="list-style-type: none">• A tech savvy person, able to demonstrate the work within the given timelines.• Capable to manage database servers and development of 10g forms & reports.• Possesses a strong track record of PL/SQL development work.• Ability to customize existing modules with minimum assistance.• Able to visualize and resolve problem on an immediate basis, can also forecast backup plan.• Strong inter-personal ability and SDLC Concepts.• Can expose APIs in Oracle ERP.• Must have a sound understanding with current and new technologies related to the Oracle data development.• Good understanding with different application(s), architectures, OS and Databases• Good Interpersonal and Communication Skills.	<ul style="list-style-type: none">• The candidate should have a Bachelor's Degree in Computer Sciences from an HEC recognized University along with 2-4 years of work experience under the same capacity.• Possesses sound knowledge in development and demonstration within the timeline.
Front Desk Officer	<ul style="list-style-type: none">• Responsible for the front desk and reception operations.• Must be able to receive and route all incoming calls and fax messages to the concerned person.• Able to understand and narrate answers of quires.• Can maintain record of call logs in such a way that these could be shared with the concerned person(s) at the time of need.• Understand basic protocols for a proper dealing with the guests, public and managing authorities.• Must be excellent in transfer of required information at the time of need.• Being a front desk officer must be able to maintain all kind of records in hard and soft copies.	<ul style="list-style-type: none">• The incumbent should have a Bachelor's Degree in any field from an HEC recognized University, along with 2 to 4 years of work experience under the same capacity.• A pleasant personality with excellent communication skills in the English language.
Management Trainee (Intern) Administration	<ul style="list-style-type: none">• Able to handle day to day tasks within the given timelines.• Perform general administrative duties such as data entry, documentation, daily files management and coordination work with vendor and other department.• Able to organize and perform ad-hoc job related duties when assigned.• Must have excellent analytical skills on the data by using excel sheet.	<ul style="list-style-type: none">• The incumbent should have Bachelor's/Master's Degree in Supply Chain Management from any HEC recognized University, along with 6 months to 1 Year of work experience under the same capacity.

Interested and eligible applicants should visit the ICMA Pakistan website's employment portal at <https://www.icmap.com.pk/Jobportal/login.aspx> and fill in their credentials **by December 05, 2021**.

Human Resource Directorate

Institute of Cost and Management Accountants of Pakistan

ICMA Pakistan Building, ST-18/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, Karachi

URL: www.icmap.com.pk