



ICMA
Pakistan

SITUATION VACANT

Head Office Karachi Based Position

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 undermentioned position. The candidates should have following qualification and experience:

Job Description	Requirement
<p>Executive Director – Head Office Karachi</p> <p>Job Summary: The Executive Director in partnership with National Council is responsible for the success, relevance to the community and accomplishment of mission and vision of the Institute.</p> <p>Core Responsibilities: Executive Director shall be seen as a visionary and affect innovative initiatives that continue to advance the Institute's leadership role in the community, ability to point to specific examples of having developed and operationalized strategies that have taken Institute to the new stage of growth. Unwavering commitment to quality programs and Excellence in Institutional management with the ability to inspire and coach staff, manage, and develop high-performance teams, set and achieve strategic objectives.</p> <p>General Responsibilities: Duties will include day-to-day management of the Institute including substantial focus on business, membership growth and retention, legislative action, general administration, corporate relation, oversee research and publications and discipline.</p> <ul style="list-style-type: none"> • Ensure overall supervision of all Institute activities, managing the day-to-day operations, and assure smooth functioning. • Ensure efficient management with an emphasis on Institutional performance and to effect synergy between regional centers and Head Office. • Ensure adequate financial resources for the Institute and oversee the entire financial viability and fiscal management for the Institute . • Motivate and when necessary attract the necessary human resources. Supervise, coach and counsel staff to provide the leadership and support required to develop and implement the goals and targets of the Institute. Ensure the development of personal policies, job descriptions, administer salaries and benefits. • To assure quality and Institute al stability through development and implementation of standards and controls, systems and procedures and regular evaluation. • To assure a work environment that recruits, retains and supports quality staff. • To specify and formulate accountabilities for all employees of Institute and evaluate their performance regularly. <p>Policy and Planning: Keep the National Council fully informed on the condition of Institute and on all the important factors influencing it. Identify problems and opportunities and address them, bring those, which are appropriate to the Council and facilitate discussion, deliberation and decisions.</p> <p>Governance: Helps the National Council to articulate its own role and accountabilities and that of its individual members. Work with the Chairman to enable the committee to fulfill its governance functions and facilitate the optimum performance. With the Chairman, focus council's attention on long-range strategic issues and assure timely attention to core issues.</p>	<p>Masters degree or equivalent in Public/ Business Administration from a reputed and HEC recognized university / FCMA, with atleast 10 years experience at Senior/ Executive Position with strong written and verbal communication skills.</p> <p>Retired Senior, Civil and military officers (grade 20 & above) may also apply.</p> <p>Ineligibility: Any shortfall in above stated qualifications Any criminal/police record/ found guilty of or convicted in any case of fraud, misappropriation, misuse of office or any cases in NAB etc.</p>

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 31-Jan-2016.

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