

SITUATION VACANT

Head Office, Karachi Based Positions

Explore your potential by joining the team of winning professionals

The Institute is currently looking for committed, dedicated, dynamic, trust worthy and self-motivated professionals for its **Examination Department, Head Office, Karachi**. The candidates should have following qualification and experience:

Job Description	Eligibility Criteria
Director Examination: He/She shall plan and conduct examinations, tests and declaration of student's results. Shall discharge his / her functions under the direction and guidance of the Chairman Examination Committee	Age not more than 50 years. FCMA with post qualification 10 year / ACMA with post qualification 15 years experience in education.
Joint Director Examination : Oversee day -to-day management, control and operation of Exams department, including effective deployment of staff and physical resources.	Age not more than 50 years. FCMA with 03 years post qualification experience / ACMA with post qualification 08 years experience.
Deputy Director Examination: Assist Joint Director Examination in Day to Day activities/operational work of Examination Department.	Age not more than 45 years. ACMA with 03 years post qualification relevant experience.
Sr. Officer Examination: Assist HoD and other colleagues with effective handling of routine tasks / activities.	Age not more than 40 years. ACMA with post qualification 01 year relevant experience.

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 **December 13, 2015**.

The applicants should forward their particulars, only on **prescribed format that may be downloaded from Institute's website without any testimonials**, preferably to jobs@icmap.com.pk mentioning position applied for in the subject column or through courier to:

Director Admin & HR
Institute of Cost and Management Accountants of Pakistan
ICMAP Head Office, ST-18/C, ICMAP Avenue, Block – 6, Gulshan-e-Iqbal, Karachi.

www.icmap.com.pk