

SITUATION VACANT

Nationwide & International Positions

Head Office, Karachi | Southern Region, Karachi | UAE | Saudi Arabia | UK | Australia
Explore your potential by joining the team of winning professionals

ICMAP has been contributing to the national economy by providing Strategic Business Leaders. The Institute offers professional education and training to student community throughout Pakistan with a sizeable strength of over 15,000 students. It has a membership base of more than 4,500 Management Accountants serving locally as well as globally. As part of International Accounting fraternity, ICAMP is an active member of International Federation of Accountants (IFAC), International Accounting Standards Board (IASB), Confederation of Asian and Pacific Accountants (CAPA) and South Asian Federation of Accountants (SAFA) for more than five decades. **ICMAP Vision** is "to be the Preference in Value Optimization for Business" and **Mission** is "to develop strategic leaders through imparting quality education and training in Management Accounting, to continually set and upgrade professional standards and to conduct research, bringing value-addition to the economy".

The Institute is currently looking for committed, dedicated, dynamic, trustworthy and self-motivated professionals for senior management positions at its Head Office, Lahore and Islamabad centers. The candidate should have following qualification and experience:

Positions	Job Description	Requirement
Overseas Consultant (UAE, Saudi Arabia, UK & Australia) (Based at respective countries)	The candidates shall have good contacts in general and with HR consultants in particular. The candidates aspiring for this position shall have the abilities to establish contacts with local and multinational organizations working in the country and be able to penetrate in chambers of commerce and business groups and communities. The incumbent shall be comfortable to act as Institute's ambassador for creating job opportunities and help the Institute in establishing partnership with the corporate sector through MOU and association with alike Institutions for research and development. The candidates shall keep the Institute and its reporting department updated with latest changes taking place in the employment market of respective countries.	<ul style="list-style-type: none"> The officer should either have Master's / MBA / MPA OR 4-year BBA / BS in Marketing / Management / Public Administration. Preferably a native of the Country. Age Requirement: 30 ~ 45 years
Deputy Director City Campus (Based at City Campus, Khi)	The incumbent should have experience of running an independent centre including managing centre's education and professional development, administration, accounting, financial management, etc and preferably served as Centre / Branch Head of an educational institute of national repute. The candidate should have experience of handling admissions, supervision and management of faculty, conduct of examination, awareness for Institute's promotion and increasing intake, liaison with the industry both in public and private sectors, arranging internships and training for students, finding opportunities for placement, organizing seminars and workshops, etc.	<ul style="list-style-type: none"> The incumbent should either have Master's / MBA in Education or Marketing or Management with 6 years relevant experience. Age Requirement: 30 ~ 40 years
Officer, Human Resources (Based at HO, Khi)	The incumbent should be able to independently handle HR Operation, Recruitment & Selection, Performance Management and to provide support in strategic HR matters. The candidate should be able to manage day-to-day matters related to employees and be polite, courteous and submissive in nature.	<ul style="list-style-type: none"> The incumbent should either have Master's / MBA / MPA OR 4-year BBA / BS in Marketing / Management / Public Administration. The Master's and Bachelor's degree holders should have 2 and 4 years relevant experience respectively. Age Requirement: 25 ~ 35 years
Officer, Corporate Relations & Communication (Based at HO, Khi)	The Master's and Bachelor's degree holders shall have 2 and 4 years relevant experience respectively. The candidates who earlier served on the similar position at reputed Universities / Institutions and having experience of corporate relations, job placement, social media marketing and creative promotional material development activities will be preferred.	<ul style="list-style-type: none"> The incumbent should either have Master's / MBA / MPA OR 4-year BBA / BS in Marketing / Management / Public Administration. Age Requirement: 25 ~ 35 years
Supervisor Civil & Construction Works (for specific period) (Based at HO, Khi)	The candidates who earlier either worked on the similar position in reputed organizations or had undertaken / supervised self construction projects (sufficient evidence need to be provided) at reputed Universities / Institutions in particular and organizations in general will be preferred.	<ul style="list-style-type: none"> The incumbent should either have Master's OR Bachelor's degree / B.Tech in Civil / Construction or related areas. They should have 2 and 4 years relevant experience for Master's and Bachelor's degree / B.Tech holders respectively. Age Requirement: 30 ~ 40 years
Assistant (Composer) (Based at HO, Khi)	The candidates who earlier served at leading advertising agencies or publication houses will be preferred. The incumbent should have expertise in creative designing on publishing software, layout development for various printing and advertising material including supplements, brochures, leaflet, flyers, etc. Be able to develop monograms, corporate logos, themes, etc.	<ul style="list-style-type: none"> The incumbent should have Bachelor's degree, certificate / diploma in designing / composing software with 2 years relevant experience. Age Requirement: 25 ~ 30 years

ICMAP has IT enabling environment and selected candidate is expected to have proficiency in using MS Office (MS Word, MS Excel and Power Point). ICMAP is an equal opportunity employer and its facilities include gratuity, contributory provident fund, leave encashment, group insurance, hospitalization insurance, bonus, etc. The remuneration package is negotiable based on qualification, experience and skills. If you meet the above criteria and have commitment, dedication, dynamism, self-motivation and confidence to explore your potential and to turn challenges into productivity, then a rewarding career full of opportunities awaits you at ICMAP. The Institute has the right to postpone hiring on any vacancy. Any direct / indirect influence will lead to ineligibility.

The last date for submission of application is **August 15, 2012**. The applicant should forward their particulars, only on a **prescribed format that may be downloaded from Institute's website without any testimonials**, preferably to cv@icmap.com.pk mentioning position applied for in the subject column or through courier to:

Director Human Resources

Institute of Cost and Management Accountants of Pakistan

ICMAP Head Office, ST-18/C, ICMAP Avenue, Block – 6, Gulshan-e-Iqbal, Karachi.

URL: www.icmap.com.pk