



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body established for regulation of the profession of Chartered Accountants in India. During its glorious existence of 70 years, ICAI has achieved recognition as a global second largest Accountancy Body. ICAI, being a founding member of International Federation of Accountants (IFAC), is organising 21st World Congress of Accountants (WCOA) 2022 first time in South Asia. To perform various tasks of the said conference, ICAI requires well-experienced and multitasking human resources on contract basis for a period ranging from three to five years for its office based at Mumbai:

Position	Event Co-ordinator
Qualification & Experience	<ul style="list-style-type: none">• Graduate with minimum 5 years of experience in organising events
Skill Sets required	<ul style="list-style-type: none">• Excellent Communication (Written and Verbal) and Negotiation skills• Exposure on organizing independent event of 1000+ professional gathering• Excellent administrative and organizational skills• Skilled in Project Management• Knowledge of marketing techniques for conference management• A knack for problem solving• A team player with leadership skills

Position	PR Manager
Qualification & Experience	<ul style="list-style-type: none">• Graduate/Post Graduate in Marketing, Advertising, Communication from Government recognised University with minimum 10 years of experience with PR or Advertising company
Skill Sets required	<ul style="list-style-type: none">• Proven work experience in public relations is required• Proven track record designing and executing successful public relations at world level• Exceptional writing and editing skills• Strong relationships with world business and industry media outlets• Solid experience with social media including Facebook, Twitter etc.• Event planning experience

Position	Graphic Designer
Qualification & Experience	<ul style="list-style-type: none">• Graduate in any specialisation from a recognised university alongwith minimum 5 years of experience with multimedia industry
Skill Sets required	<ul style="list-style-type: none">• Good presentation skills• Effective networking skills• Time management skills• Being open to feedback and willing to make changes in designs• Excellent IT skills especially with design and photo-editing software

Position	Administrative Assistant
Qualification & Experience	<ul style="list-style-type: none">• Graduate in any specialisation from recognised university alongwith minimum 1 year of experience in handling admin related work
Skill Sets required	<ul style="list-style-type: none">• Strong organisation skills with a problem solving attitude• Excellent written and verbal communication skills• Experience with office management software like MS Office etc.• Solid knowledge of office procedures

Position	Office Assistant
Qualification & Experience	<ul style="list-style-type: none"> • Graduate in any specialisation from recognised university alongwith minimum 1 year of experience in handling admin related work
Skill Sets required	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Computer savvy; proficient in MS Office

Position	Sub-Staff
Qualification & Experience	<ul style="list-style-type: none"> • 3 years exposure in handling day to day work in similar profile in any Statutory /Regulatory /Professional Body /PSUs /Industry • Experience of assisting in events will be an added advantage
Skill Sets required	<ul style="list-style-type: none"> • Ability to understand written and Oral directions • Proficient in filing and paper management

Salary shall be negotiable for the deserving candidates

ICAI holds the right to relax any eligibility criteria for deserving candidates and its decision regarding Eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

Interested candidates based at Mumbai may send their application through email at kapoor@icai.in or can send through speed post to Ms. Srabani Kapoor. Sr. Faculty, The Institute of Chartered Accountants of India, ICAI Tower, C-40, G- Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 superscribing on the envelope "Application for the post of _____" within 10 days from the date of release of advertisement.