



# Institute of Actuaries of India

302, Indian Globe Chambers, 142, Fort Street, Off D. N. Road, Mumbai – 400001

+ 91 22 67843333 + 91 22 67843301

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## **Job Specs for the role of Executive – IT & Member Services**

**Location:** Institute of Actuaries of India (IAI), 302 Indian Globe Chambers, 142, Fort Street, Fort, Mumbai 400001 ([www.actuariesindia.org](http://www.actuariesindia.org))

### **Qualification:**

- **Qualification** – Bsc.IT/ BCA / MCA
- **Experience** – at least 3 years.
- **Age** – Preferably less than 30 years.

### **Job Description:**

#### 1. Requirements:-

Candidate will take the technical ownership of the project and lead design, development, deployment & implementation of the .NET web based application. Candidate will design & develop robust and high performance applications. Candidate will understand architectural principles, design patterns and best practices and apply them while creating the technical solutions & designing the applications. Candidate will be responsible to produce secure, high performance C# code and ensure it conforms to application architecture/design and meets the required code quality, security & performance standards. Candidate will create & maintain technical documentation for the project.

#### 2. Key Skills:-

- a) Experience and strong knowledge of ASP.NET 3.5/4.0, C#, VB, Visual Studio, JavaScript, HTML, JQuery, AJAX, Web services, SQL Server, Web based Application & Desktop Application Design and Development.
- b) Expertise in SQL Queries, Stored procedures, Triggers, Views etc.
- c) Experience in designing & developing enterprise applications in .NET technologies using Three-Tier Architecture.
- d) Understanding of Object oriented programming concepts.
- e) Understanding of and experience in Design principles, Pattern and Practices
- f) Strong analysis & problem solving skills.
- g) Excellent written/verbal communication & client facing skills.
- h) Self Driven as well as ability to provide solutions both independently and with team is essential.
- i) Identifies client requirements by establishing personal rapport with potential and actual clients and other persons in a position to understand service requirements.
- j) Possesses well-rounded skillsets of IT Applications, Applications Design, Coding Standards, Software and Database Architecture, Software development Lifecycle.
- k) Designing, testing, installing and monitoring new systems;
- l) Plan and execute the day-to-day activities of IT including system development, package implementation, writing reports and documentations.
- m) Should have hands-on experience in designing database solutions using SQL Server.
- n) Should be able to work with individual developers to troubleshoot and resolve technical issues.
- o) Should be able to capture customer requirements and create technical solution architecture.



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- p) Monitor and track the digitization work in the system.
- q) Flexible to new situations and challenges
- r) Debugging and troubleshooting code related issues/defects.
- s) Capable of meeting high standards & Time management to meet deadlines.
- t) Ability to multi-task.
- u) Strong analytical and problem solving skills Strong interpersonal and teamwork skills.
- v) Help identify performance improvement opportunities for business applications.
- w) Working closely with senior management in policy/ process/ guideline formulation, implementation, and roll-out.

## Reporting:

- Manager – IT and Member of Services