



Institute of Actuaries of India

Unit No. F-206, 2nd Floor, 'F' Wing, Tower 2, Seawoods Grand Central, Plot No. R-1,
Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai 400 706
+ 91 22 62433333 + 91 22 62433322

Position: Sr. Manager (IT and Member Services)

I. **Location: Navi Mumbai**

II. **Company Name & Address:**

Institute of Actuaries of India, Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706

Website: www.actuariesindia.org

III. **About the Institute:**

- i) An Educational Institution established under the Actuaries Act, 2006 by the Parliament; details available in the website.
- ii) Membership strength growing on year-on-year basis, currently about 12,000 (twelve thousand) members.
- iii) Member Services are paramount in nature and heavily dependent upon robust and up-to-date Information Technology.

IV. **Requirements:**

i) **Qualification:** MBA-IT, MSc IT, M-Tech, B.E. or B -Tech

ii) **Skills**

- a) Good analytical, problem solving, inter-personal and communication skills
- b) Sound knowledge of Programming (Server side: SQL Server; Client Side: .Net MVC Framework and architecture, ASP.net, C#.net, VB.net, HTML5, AngularJS, Bootstrap)
- c) Data base administration, data warehousing,
- d) Leading Team and working as a Team Leader
- e) Experience in end to end processes of Project Life Cycle and Development of Work Flow in Application.
- f) Knowledge of development of mobile app will be an added advantage.
- g) Knowledge of hardware and networking will be an added advantage.

iii) **Experience:** Seven years of Experience in Software Development

V. **Job Description:**

- a) SRS development;
- b) application development,
- c) Removing of bugs/errors from the software
- d) Uploading of data in the software

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- e) Coding and maintenance and responsible for service delivery through IT/Web to Institute Members.
- f) Assist in web development
- g) Design, code and modify applications by implementing knowledge of asp.net
- h) Needs to understand system functioning from source code and enhance/upgrade the system for future requirements.
- i) Ability to lead a project and grasp domain knowledge.

Area: Application Programming, Database Maintenance

Salary: Market based and negotiable + Standard Employee Benefits as applicable to other Employees.

Process of selection: Interview.

VI. Reporting: Position will report to the Head – Operations

Contact Person: Gururaj Nayak, Head – Operations, HOD@actuariesindia.org.

The last date of receiving application is 31st December 2018.

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