



# Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,  
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706  
+91 22 6243 3333 +91 22 6243 3322

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## POSITION: EXECUTIVE- EDUCATION & TRAINING

### 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](http://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 9,000 (Nine thousand) members.
- iii) Member Services are paramount in nature and heavily dependent upon robust and up-to-date Information Technology.

### IV. Requirements

- i) **Qualification:** Any degree with 60% aggregate marks;
- ii) **Compulsory Skills**
  - a) Proficiency in all MS Office applications, particularly MS Excel
  - b) Excellent Communication skills, both verbal and written
- iii) **Desirables:** Participation/ leadership in extracurricular and/or co-curricular activities during their education, participation/ performance in sports and games

### V. Job Description:

- i) Assist for implementation of all educational programs of IAI;
  - ii) Assist for conducting skill development training and other class room sessions
  - iii) Single Point of Contact (SPC) for responding to education related and other queries by members of the profession
  - iv) Any other work assigned by the reporting officer in time to time
- **Area:** Actuarial Education & Skill development
  - **Nature of job:** Permanent
  - **Process of selection:** Interview.
  - **Reporting:** Position will report to Head- Education & Training
  - **Contact Person:** Ms. Nilima Kadam, ea@actuariesindia.org