



Institute of Actuaries of India

Job Description

- **Designation** – Compliance Officer
- **Location**-Mumbai, currently located at 302 Indian Globe Chambers, 142, Fort Street, Fort, Mumbai 400001 (www.actuariesindia.org)
- **CTC**- Negotiable

Qualification/Experience/Age

- **Qualification**- At least a Graduate in law and preferable Company Secretary qualification/experience
- **About 3 years of relevant experience**
- **Age**: Preferably less than 30 years

What is expected?

1. **Compliance and Reporting activities:**

- Ensuring overall compliance with the various Laws, Rules & Regulations, applicable to Institute including provisions of the Actuaries Act, 2006,
- Submission of various periodical and one time returns to the Authorities as applicable from time to time, replying to various queries, Filing of various forms, returns and others statutory documents with various regulatory authorities in time bound manner.
- Attending to Right to Information Act (RTI) matters
- Attending to compliance with Professional Conduct standards and any other standards that are applicable to members of the Institute
- Attending to matter related to Certificate of Practice (COP)
- Ensuring various departments of IAI complying with Rules, Regulations and Processes.

2. **Maintaining Statutory Records:** Preparing and maintaining of various statutory records.

3. **Vetting of various Legal Documents:** Including drafting of legal documents, agreements, contracts and similar other documents

4. Attending to various legal, Compliances & Regulatory issues generally

5. Attending to all the work related to various meetings of advisory groups , Committees and Council & ensuring Compliance of decisions taken in the meeting.

6. Liaisons with advocates & handling litigations matters in the high court & with Appellate Authority

7. Critical Generic Competencies and reporting

8. Provide Legal Advice

- **Communication skills:** Ability to communicate well verbally as well as in writing/drafting legal documents in English.
- **Language:** English

Last date of receiving Application is 20th July 2016. Interested candidates can forward their Curriculum Vitae to gururaj@actuariesindia.org