



# 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

**Date: 18/04/2024**

## **JOB DESCRIPTION:**

Job Title	Senior Manager	Level & Grade	Level 3 Grade 1
Department	Examination	Location	Seawood, Navi Mumbai
Reports to	General Manager	Reportees	NA

## **Job Purpose:**

The Institute of Actuaries of India welcomes applications from working professionals characterized by unimpeachable integrity, a steadfast commitment to purpose, and a proven track record of result-oriented service delivery within the Examination Department with program/project management skills. This pivotal role entails providing efficient and effective administrative and operational support to the General Manager - Exam, ensuring the seamless functioning of the Exam Department, and assisting in upholding the Institute's rigorous examination standards in alignment with rules, regulations, and guidelines.

## **Responsibilities:**

- Spearhead the facilitation of students through diverse examination processes, encompassing registration, handling mitigating applications, and overseeing payment processing with meticulous attention to detail and efficiency.
- Orchestrating the coordination and administration of examinations, meticulously ensuring adherence to established protocols and rigorous adherence to timelines.
- Lead the charge in driving technological advancements and the adoption of cutting-edge examination software to optimize processes, bolster efficiency, and elevate the overall candidate experience.
- Institute and uphold stringent measures to fortify the security and sanctity of examination materials, encompassing question papers, answer scripts, and online platforms, thereby upholding the highest standards of integrity.



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- Pioneering initiatives aimed at proactively identifying avenues for process optimization, fostering innovation, and augmenting examination practices through astute utilization of feedback, data analytics, and industry benchmarks.
- Contribute significantly to the development, refinement, and effective implementation of examination policies and protocols, ensuring alignment with organizational objectives and regulatory requirements.
- Effectively address and resolve student inquiries via a myriad of communication channels, including email, telephone, and face-to-face interactions, exhibiting exceptional communication and interpersonal skills.
- Oversee and supervise examination sessions with diligence and impartiality, steadfastly deterring misconduct and guaranteeing a level playing field for all candidates.
- Assess examination results comprehensively, furnishing insightful feedback to relevant stakeholders, and partake in data-driven decision-making processes.
- Manage the holistic spectrum of activities related to examinations, encompassing meticulous record maintenance and fostering robust collaborations with external vendors to ensure seamless operations and superior outcomes.
- As a program/project manager, work closely with cross-functional teams to conceive, develop the scope, deliverables, required resources, work plan, budget and timing for new initiatives and manage the entire life cycle of a project.
- Develop and manage budget for projects and be accountable for delivering against established business objectives.

## **Educational Qualification and Experience requirements:**

1. A distinguished educational background, ideally holding a master's degree in a relevant field such as Education Management, Assessment and Evaluation, or a related discipline, from a recognized institution of higher learning.
2. Extensive professional experience spanning at least 5 years in examination management, preferably within the education or professional certification sectors, showcasing a stellar track record of accomplishments and demonstrated leadership acumen and have managed and delivered specific projects.



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3. Exceptional analytical prowess coupled with a keen eye for detail and robust problem-solving capabilities, enabling strategic decision-making and effective resolution of complex challenges.
4. Outstanding communication skills, both written and verbal, with a flair for interpersonal interactions and adept stakeholder management abilities, fostering productive collaborations with diverse audiences.
5. Proficiency in leveraging technology and cutting-edge examination software platforms, coupled with a proactive inclination towards embracing emerging trends and innovations in assessment methodologies to enhance operational efficiencies.
6. Demonstrated organizational finesse, adept at multitasking and adeptly managing competing priorities in a dynamic and fast-paced environment, ensuring seamless execution of examination processes.
7. Dedication to delivering unparalleled customer service and unwavering support to students throughout their educational journey, epitomizing a customer-centric approach and commitment to excellence.
8. Exceptional skills in time management, facilitation, and organization.
9. Proactive approach to identify, assess, mitigate, and monitor risks in various contexts.

## **Working term:**

- Appointment is on a full-time basis.

## **Age requirements:**

- Minimum Age – not less than 25 years
- Maximum Age – not more than 35 years

## **How to apply:**

Kindly apply by sending your CV at [vinita@actuariesindia.org](mailto:vinita@actuariesindia.org)

**Last date for application: 30<sup>th</sup> April 2024**



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## **About IAI:**

The Institute of Actuaries of India (IAI) is a statutory body established by an Act of Parliament, viz. The Actuaries Act, 2006 for regulating the profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance.

The affairs of the IAI are managed by a Council in accordance with the provisions of the Actuaries Act, 2006.