



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

02 September 2023

Appointment of Accreditation Coordinator

IAI, a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India, is inviting applications for the post of “Accreditation Coordinator”.

Name of the Post	Accreditation Coordinator
No. of vacancies	Two
Age (As on 1st August 2023)	Maximum Age – 40 years
Qualifications	<p>The candidate should be a Graduate/ Postgraduate or equivalent stream with 60% aggregate marks from a reputed Institute.</p> <p>Preference shall be given to the candidates who have familiarity with accreditation frameworks and practices. This includes an understanding of the criteria and processes used for accreditation. Knowledge of relevant education laws, regulations, and policies be of advantage.</p>
Experience	A minimum total experience of 3 years in project coordination and management.
Emoluments and Benefits	Negotiable. Please indicate emoluments last drawn and expected.



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What is expected?

To maintain effective communication and liaison with internal and external stakeholders.

Address inquiries from Universities/Colleges and other stakeholders.

Coordinate the compilation and timely submission of accreditation documentation, reports, and self-assessment materials.

Assist in scheduling site visits, meetings, and interviews with accrediting bodies and review teams.

Assist in screening and evaluation of accreditation applications.

Communicate accreditation standards and prerequisites to faculty, staff, and administrators.

Develop and update Accreditation Framework/Standard Operating Procedures periodically.

Maintain accurate records of accreditation-related activities, timelines, and correspondence.

Collaborate with various departments to gather and organize data for accreditation reports.

Provide logistical support during accreditation site visits, ensuring a conducive environment for assessors.

Assist in preparing presentations and reports for accreditation committees and management.

Stay updated on changes to accreditation standards and processes to ensure compliance.

Any other as assigned by the Reporting Manager in time to time.



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Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none">1) Excellent written and verbal communication, analytical and interpersonal skills: Proficiency in all MS Office applications, particularly MS Excel and Word2) Able to interact with senior management professionals within and outside of the relevant industries3) Strong organizational skill, multi-tasking and time-management abilities. Problem management skills and Analytical thinking.
Term	Appointment is on a full-time basis
Selection Procedure	<p>The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be;</p> <ul style="list-style-type: none">• Written test• Personal interview <p>Selection will be based on the performance in the written test and personal interview.</p>
How to apply	<p>Kindly submit your application to Ms. Shreya More, HR at ea@actuariesindia.org</p> <p>Last date of submission of application is 15 September 2023</p>