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 39686060 🖷 + 91 22 39686060

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 Framework and architecture, ASP.net, C#.net, VB.net)
   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 Mobile App.

   iii)   **Experience**: Five or more 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, 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 30th September 2017.