



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

Appointment of Human Resource (Consultant)

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. The Council consists of 9 elected fellow members and 4 persons nominated by Central Government. Currently, two government nominees are from Department of Financial Services and one from Insurance Regulatory Development Authority.

IAI, is inviting applications for the post of “Consultant - Human Resource” on a retainership basis.

Key Responsibilities

1. Recruiting and Hiring:

- Guide the HR manager to identify job openings, create job descriptions, and attract qualified candidates.
- Conduct interviews, and support hiring decisions.
- Guide the HR manager to manage the onboarding process for new hires, ensuring they are integrated into the company.

2. Employee Relations:

- Address employee concerns, resolve conflicts, and ensure a positive work environment.
- Interpret and enforce company policies and discuss any compliance issues relating to labor laws with the President/Council/ senior management of IAI.

3. Compensation and Benefits:

- Administer salary structures, benefits packages, and other forms of employee compensation to ensure parity/equity with regard to skills and experience.



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4. Organizational Culture:

- Cultivate a positive and productive company culture.
- Act as a company culture ambassador, ensuring alignment with company values.

5. Training and Development:

- Identify training programs to enhance employee skills and knowledge and help in design of suitable programs.
- Support employee development through mentoring, coaching, and other learning initiatives.

6. HR Data and Administration

- Ensure that the HR manager maintains accurate employee records including support payroll.
- Ensure that Goal Sheets of all employees are in place as per the policy.
- Aid employees prepare their goal sheets in line with business goals.

7. Business Partner:

- Advise management on HR-related issues and align HR practices with business strategy.

8. Experience:

- Minimum of 12-15 years of relevant experience.

9. Age requirements

- Minimum Age - not less than 35 years

10. Period

- An initial period of 2 years extendable on mutual agreement.



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11. Remuneration

- As mutually agreed.

How to apply

Kindly apply through online using the link given below.

vinita@actuariesindia.org. Last date of submission of application is 31st March 2025