



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 –14th Jan 2025

ASSISTANT MANAGER - EXAMINATION

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 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.

Job Purpose:

This pivotal role entails providing efficient and effective administrative and operational support to the Head of Examination, 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:

1. Support the facilitation of students through various examination processes, including registration, managing mitigating applications, and overseeing payment processing with a focus on detail and efficiency.
2. Assist in coordinating and administering examinations, ensuring adherence to established protocols and timelines.
3. Contribute to the adoption of examination software and technological advancements to enhance processes and improve the overall candidate experience.
4. Enforce security measures for examination materials, maintaining integrity standards for question papers and answer scripts.
5. Identify opportunities for process improvements and contribute to initiatives aimed at enhancing examination practices through feedback and data analysis.



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6. Assist in the development and implementation of examination policies and protocols, ensuring compliance with organizational goals and regulatory standards.
7. Address student inquiries through various communication channels—such as email, phone, and in-person—demonstrating strong communication and interpersonal skills.
8. Support the supervision of examination sessions, promoting a fair testing environment and deterring any misconduct.
9. Assist in assessing examination results and providing constructive feedback to stakeholders, contributing to data-informed decision-making.
10. Help manage all activities related to examinations, maintaining accurate records and collaborating with external vendors to ensure smooth operations.

Educational Qualification and Experience requirements:

1. A distinguished educational background, ideally holding a bachelor's/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. Professional experience spanning at least 3 years in examination management, preferably within the education or professional certification sectors, showcasing a stellar track record of accomplishments and demonstrated leadership acumen.
3. Exceptional analytical prowess coupled with a keen eye for detail and robust problem-solving capabilities 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.

Working term:



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- 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