



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

HEAD - EDUCATION

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:

The Senior Manager in the Education Department at the Institute of Actuaries of India will lead and oversee the development, implementation, and management of education-related initiatives. This position plays a critical role in ensuring the delivery of high-quality actuarial education, maintaining academic standards, and fostering student success. Key areas of responsibility include managing study materials, developing curricula, executing certification programs, accrediting institutions, and providing support services to students. As Head - Education, the role will have the opportunity to shape the educational journey of future actuaries, contribute to the growth of the profession, and make a lasting impact on the actuarial community.

Key responsibilities:

1. Study materials management:
 - Oversee the creation, review, and periodic updating of study materials across actuarial subjects.
 - Collaborate with subject matter experts to ensure resources meet the latest industry trends and professional standards.
 - Establish quality assurance processes to maintain the integrity and relevance of study content.
2. Curriculum development & implementation:
 - Lead the design and revision of actuarial curricula to reflect industry changes and evolving professional requirements.



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- Work with academic and examination committees to integrate curriculum updates effectively.
 - Ensure that the curriculum provides a comprehensive pathway for actuarial qualification at all levels.
3. Certification programs:
 - Design and manage certification programs, including course structures, evaluation methods, and qualification standards.
 - Engage with regulatory bodies and stakeholders to align certification offerings with industry benchmarks.
 - Develop mechanisms for periodic assessment and improvement of certification programs.
 4. Accreditation of Institutions:
 - Build partnerships with academic institutions to promote actuarial education.
 - Develop and implement clear accreditation guidelines and compliance frameworks.
 - Monitor and evaluate accredited institutions to ensure sustained quality and adherence to standards.
 - Encourage a culture of continuous improvement through stakeholder engagement, workshops, and knowledge-sharing sessions.
 5. Student counselling and support:
 - Provide advisory services to students on academic pathways, subject selection, and career development.
 - Develop engagement programs to enhance student experiences and address individual concerns.
 - Collaborate with internal departments to address student queries and challenges.
 6. Stakeholder collaboration:
 - Foster relationships with universities, industry partners, and professional bodies to enhance actuarial education and research.
 - Represent IAI at educational and industry events, ensuring visibility and alignment with professional goals.
 7. Policy development:
 - Contribute to the formulation and implementation of education policies, ensuring alignment with IAI's strategic vision and the actuarial profession's needs.
 8. Monitoring & Evaluation:



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- Define performance metrics to evaluate education programs and initiatives.
- Provide data-driven insights and recommendations to senior leadership to drive improvements in educational offerings.

QUALIFICATIONS & SKILLS:

Education: Bachelor's or Master's degree in Actuarial Science, Education, Business Management, or a related field (Master's preferred).

Experience: 7–15 years in education management, curriculum development, or similar roles, preferably within the actuarial, finance, or professional education sectors.

Knowledge & Skills:

- Strong understanding of actuarial qualification pathways and industry standards.
- Leadership and team management skills to oversee cross-functional teams.
- Strategic thinking and problem-solving abilities.
- Exceptional communication and stakeholder engagement skills.
- Proficiency in project management and organizational frameworks.
- Analytical skills for monitoring program outcomes and implementing improvements.

Working term:

- Appointment is on a full-time basis.

Age requirements:

- 30 – 40 years

How to apply:

Kindly apply by sending your CV at vinita@actuariesindia.org