



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 - 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.

IAI welcomes applications from working professionals characterized by unimpeachable integrity, a steadfast commitment to purpose, and a proven track record of result-oriented service delivery for the post of Head - Examination.

Job Summary

The Head of Examination is responsible for overseeing the development, implementation, and management of all examination processes within the IAI. This role ensures the integrity, quality, and fairness of examinations, aligning them with Institute's rigorous examination standards in alignment with rules, regulations, and guidelines.

Responsibilities

- **Strategic Planning**
 - Develop and implement a strategic vision for the examination process that aligns with the institute's goals and standards.
 - Pioneering initiatives aimed at proactively identifying avenues for process optimization, fostering innovation, and augmenting examination practices through astute utilization of feedback, data analytics, and industry benchmarks.
 - Develop and update examination policies and procedures, ensuring transparency and fairness in the examination process.



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- Analyze examination results and feedback to identify trends, gaps, and areas for improvement and enable data-driven decision-making.
- Developing and implementing a robust risk management framework to identify, assess, and mitigate examination-related risks
- **Examination Development**
 - Lead the creation and revision of examination syllabi, content, and formats in collaboration with subject matter experts and stakeholders.
 - Ensuring examination content and formats are aligned with industry best practices and evolving educational trends."
- **Quality Assurance and compliance management**
 - Establish and maintain rigorous quality assurance processes to ensure that examinations are valid, reliable, and fair.
 - Orchestrating the coordination and administration of examinations, meticulously ensuring adherence to established protocols and rigorous adherence to timelines.
 - Institute and uphold stringent measures to fortify the security and sanctity of examination materials, encompassing question papers, answer scripts, and online platforms, thereby upholding the highest standards of integrity.
 - Ensure compliance with relevant educational standards, accreditation requirements, and regulatory guidelines.
 - Manage the holistic spectrum of activities related to examinations, encompassing meticulous record maintenance.
 - Establishing and maintaining a comprehensive quality control system to monitor and continuously improve examination processes.
- **Conduct of Examinations**
 - Oversee and supervise examination sessions with diligence and impartiality, steadfastly deterring misconduct and guaranteeing a level playing field for all candidates.
 - Finalisation of Question Paper and Solutions
 - Finalisation of mode of examination and examination centers
 - Finalisation of panel of examiners and markers selection
 - Upholding and updating examination related matters on website and social media
 - Printing of Question papers
 - Handling Exam copying cases as per the set guidelines



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- Result declaration and reviews thereafter
- **Staff Management**
 - Supervise and mentor examination team members, fostering a collaborative and innovative environment.
- **Stakeholder Engagement**
 - Collaborate with faculty, professional bodies, and external partners to align examinations with industry standards and best practices and ensure seamless operations.
- **Candidate Support**
 - Oversee the candidate registration process, provide guidance, payment processes and address inquiries related to examinations.
- **Technology Integration**
 - Leverage technology to enhance the examination process, including online testing platforms and assessment tools.
 - Lead the change in driving technological advancements and the adoption of cutting-edge examination software to optimize processes, bolster efficiency, and elevate the overall candidate experience.
- Prepare and manager the Examination team's budget
- Provide administrative support to the required advisory groups and committees.

Qualifications

- **Education:** Ideally holding a master's degree in a relevant field such as Education Management, Assessment and Evaluation, Compliance, Law, Governance or a related discipline, from a recognized institution of higher learning.
- **Experience:** Minimum of 10 years of experience in transparent and regulated examination management, handling compliance and legal frameworks pertinent to end-to-end conduct and control of examination processes preferably within the education or professional certification sectors, showcasing a stellar track record of accomplishments and demonstrated leadership acumen. Past/ present experience of having handled any of these domain areas at any statutory education/ academic institution is highly desirable.
- **Skills:**



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- Excellent organizational and time management skills.
- Strong communication skills.
- Demonstrated ability to think strategically with expertise in complex problem solving, decision making and critical thinking skills, displays good judgment.
- Excellent negotiation, and relationship-building skills.
- Outstanding research and analytical abilities with eye for details.
- Project management skills.
- Ability to plan, organize and lead the implementation of plans and processes.
- Effective at proactively assessing and resolving conflicts.

Personal Attributes

- Strong interpersonal skills and the ability to build relationships with stakeholders.
- Ability to interact with senior management professionals within and outside of the relevant industries.
- Proactive and self-motivated with a positive attitude.
- Flexibility and adaptability to changing priorities and demands.
- High level of integrity, professionalism, and ethical standards.
- Dedication to delivering unparalleled customer service and unwavering support to students throughout their educational journey, epitomizing a customer-centric approach and commitment to excellence.
- Demonstrated organizational finesse, adept at multitasking and adeptly managing competing priorities in a dynamic and fast-paced environment, ensuring seamless execution of examination processes.
- Ability to think critically and make data-driven decisions
- Commitment to upholding the highest standards of ethics and integrity in examination management

Working term

- Appointment is on a full-time basis.

Age requirements

- Minimum Age - not less than 28 years



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- Maximum Age - not more than 45 years

How to apply

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