



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

MANAGER - IT

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 IT Department.

Responsibilities:

1. Manage IAI website in the cloud environment which is integrated with the payment gateways and ensure uptime
2. Manage and keep the IT security and BCP plans and periodic testing
3. Support Education/ Training/ Examination delivery on the online platform
4. Acquire and Manage the Document Management system
5. Management internal financial systems, MIS and file servers
6. Manage network infrastructure and firewall
7. Manage helpdesk and support team for IAI staff
8. Manage vendor relationship and RFP process for technology
9. Engage with IT auditors and FAC committee on IT and IT audit related matters
10. Strong proficiency in MySQL database management
11. Participate in software requirement meetings and analyze user needs to determine technical requirements. Understand product/business requirements to define system specifications
12. Coordinate with co-developers and keeps reporting manager well informed of the status of development effort and serves as liaison between development staff and reporting manager.

Educational Qualification and Experience requirements:



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- MCA/MSc- IT/M.Tech/BE/B Tech - Computers
- 6+ years of experience in Project Management, Vendor Management, contract negotiation with vendor.
- Managing medium size teams of 5-10 IT experts, engaging IT risk auditors and ethical hacking teams including in the cloud environment.
- Good understanding and experience in managing IT risks, security, privacy and Business continuity
- Engaging or understanding of integration issues with payment gateways and financial systems.
- Experience with relational databases and SQL (One of: Oracle, MySQL, MS SQL, or Postgres SQL)
- Strong knowledge of PHP web frameworks – Laravel
- Excellent communication, analytical and interpersonal skills.
- Ability to lead a project and grasp domain knowledge.
- Knowledge of hardware and networking will be an added advantage.

Working term:

- Appointment is on a full-time basis.

Age requirements:

- Minimum Age – not less than 25 years
- Maximum Age – not more than 40 years

How to apply:

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