



# 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- 14<sup>th</sup> Jan 2025**

## **Manager – Learning and Development(L&D)**

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 for the Learning and Development Department.

### **Job Purpose:**

The Manager in the Training Department will be responsible for designing, planning, organizing, budgeting, and implementing capacity and skill development programs that support the growth and progress of students in the actuarial profession. This role will ensure that programs align with industry needs, professional standards, and the academic growth of actuarial students.

### **Key responsibilities:**

#### **1. Program development and Planning:**

##### **1.1. Identify skill gaps and Capacity development areas:**

- Conduct comprehensive assessments of both technical skills and soft skills required for actuarial students.
- Continuously monitor industry trends, emerging technologies, and evolving professional standards.
- Utilize multiple feedback mechanisms, including surveys, direct engagement with students, educators, and employers, to identify key skill deficiencies.
- Strategically target areas such as data analytics, financial modeling, and professional communication to enhance students' competitiveness in the actuarial field.



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## 1.2. **Develop and design training modules:**

- Create a range of training programs tailored to enhance both technical competencies (e.g., risk management, actuarial modeling) and broader professional skills (e.g., critical thinking, leadership, decision-making).
- Ensure the program portfolio caters to students at all learning stages, from beginners to advanced practitioners.
- Implement diverse delivery formats such as in-person workshops, online learning modules, seminars, and practical boot camps.
- Focus on providing well-rounded experiences that prepare students for both the technical and interpersonal aspects of the profession.

## 1.3. **Collaborate with Academic and Industry experts:**

- Engage actively with academic institutions, actuarial societies, and industry professionals to align training programs with academic curricula and industry needs.
- Facilitate industry partnerships to bring real-world insights and practical applications into training modules.
- Ensure that training content is continuously updated to reflect new trends, such as changes in actuarial methodologies, regulatory updates, or advancements in technology.
- Foster relationships with practitioners to offer mentorship opportunities and hands-on learning experiences for students

## 2. **Execution of training programs:**

### 2.1. Plan and organize student training programs, including workshops, boot camps, seminars, and online courses

- Design and organize a range of training programs that cater to varying student needs and skill levels, ensuring relevance to actuarial education.
- Develop and implement diverse learning formats, including in-person workshops, boot camps, seminars, and online courses to offer comprehensive learning opportunities.



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- Set clear objectives for each training program, aligning content with the required skill development for students' progression in the actuarial profession.
  - Ensure a balanced approach between theoretical concepts and practical application, tailoring each program to provide a holistic learning experience.
  - Adapt training schedules and content to align with students' academic calendars, exam preparation, and professional development milestones.
  - Focus on creating structured learning paths that gradually increase in complexity, addressing different stages of student growth in the actuarial field.
- 2.2. Coordinate with faculty, trainers, and guest speakers to deliver high-quality content.
- Collaborate closely with faculty, industry trainers, and guest speakers to ensure the delivery of exceptional educational content tailored to actuarial students.
  - Identify and engage experienced professionals from the actuarial field to contribute valuable insights and expertise to training programs.
  - Clearly define roles and expectations for all contributors, ensuring their input aligns with the overall training objectives and content structure.
  - Schedule sessions strategically to create a cohesive training flow that complements and enhances the overall learning experience for students.
  - Foster clear and consistent communication with all stakeholders, providing necessary support to ensure seamless coordination and content delivery.
  - Regularly review and update content to ensure it remains relevant, current, and aligned with industry standards, maintaining the highest quality of instruction
- 2.3. Monitor and evaluate the effectiveness of training programs, making adjustments as needed.
- Continuously assess the effectiveness of training programs using diverse evaluation tools, including student feedback, performance metrics, and post-event reviews.
  - Implement a data-driven approach to identify strengths and areas for improvement in content, teaching methods, and overall program structure.



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- Regularly gather insights from participants to refine and enhance the training experience, ensuring it meets evolving student needs and professional standards.
- Utilize performance data to pinpoint gaps in learning outcomes, making necessary adjustments to keep the programs engaging and impactful.
- Make timely modifications to future training sessions, aligning content and delivery with emerging trends and feedback to maximize student growth and development.
- Ensure training programs remain dynamic, relevant, and beneficial for students' professional advancement by continuously iterating based on real-world feedback and data analysis

### 3. **Budgeting and Resource management:**

- 3.1. Develop and manage budgets for training programs, ensuring efficient utilization of resources.
  - Developing and managing budgets for training programs is essential for maintaining financial viability and effectiveness in educational initiatives.
  - The budgeting process begins with a comprehensive assessment of anticipated costs, which include materials, venue rental, instructor fees, and marketing expenses.
  - Establishing a clear budgetary framework allows the organization to allocate funds strategically, ensuring that expenditures align with organizational goals.
  - Regular monitoring and evaluation of budget utilization are crucial for identifying discrepancies and understanding where resources may be over- or underutilized.
  - Effective budget management enhances the quality of training programs and promotes accountability and transparency in financial dealings, thereby fostering trust among stakeholders
- 3.2. Allocate resources, including staffing, material, and facilities, to ensure smooth execution of programs.
  - Effective resource allocation, which includes staffing, materials, and facilities.
  - Aligning resources appropriately and creating an optimal learning environment.



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- Assignment of qualified trainers and support personnel to provide high-quality instruction and assistance to participants.
- Selection of appropriate materials—such as textbooks, software, or equipment.
- Secure suitable facilities that promote learning, whether in classrooms, auditoriums, or virtual platforms, is crucial for the success of the program.
- Smooth program execution, leading to enhanced participant satisfaction and improved outcomes.

#### 4. **Stakeholder management:**

- 4.1. Build and maintain relationships with internal stakeholders (departments, exam committees) and external partners (universities, industry bodies).
- 4.2. Facilitate collaboration with actuarial professionals and industry experts for the enrichment of programs.

#### 5. **Student engagement and support:**

- 5.1. Identify student needs and provide guidance on skill development opportunities that align with their career paths.
- 5.2. Offer mentorship and career advice through organized student engagement activities.

#### 6. **Continuous improvement and innovation:**

- 6.1. Research and incorporate the latest training methodologies and technological tools for efficient learning delivery.
- 6.2. Ensure that training initiatives keep pace with global actuarial trends and professional development requirements.

#### 7. **Compliance and reporting:**

- 7.1. Ensure all training activities comply with regulatory guidelines and institutional policies.
- 7.2. Provide regular updates and reports on program performance, outcomes, and improvements to senior management.



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## **Qualifications:**

- Bachelor's/Master's degree in actuarial science, Education, Business Administration, or a related field.
- Professional qualification in Actuarial Science will be an advantage.
- Minimum of 5 years of experience in training, development, or education management, preferably within a professional institute or academic organization.

## **Skills and competencies:**

- Strong understanding of actuarial education and the training needs of students in the profession.
- Excellent project management and organizational skills.
- Effective leadership and people management abilities.
- Excellent communication and interpersonal skills for interacting with students, faculty, and industry experts.
- Analytical mindset with an ability to evaluate and improve program effectiveness.
- Proficiency in budgeting, resource allocation, and reporting.

## **Working term:**

- Appointment is on a full-time basis.

## **Age requirements:**

- Minimum Age – not less than 28 years
- Maximum Age – not more than 40 years

## **How to apply:**

Kindly apply by sending your CV at [vinita@actuariesindia.org](mailto:vinita@actuariesindia.org)