



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
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Institute of Actuaries of India (IAI)

The Institute of Actuaries of India (IAI) is a statutory body established under the Actuaries Act, 2006, to regulate and develop the actuarial profession in India. Its objectives include promoting education, ethical conduct, high professional standards, and advancing research and public interest in actuarial science. The Institute's Head Office is in Seawoods, Navi Mumbai. For more details visit our website : www.actuariesindia.org

Name of the Position	Senior Executive - Events
Position Summary:	The Senior Events Executive will be responsible for the end-to-end execution of all events organized by the Institute of Actuaries of India (IAI). These include seminars, webinars, student engagements, expos, and the flagship Global Conference of Actuaries (GCA). The role demands strong project management, stakeholder coordination, logistical planning, and post-event reporting capabilities. The position reports to General Manager – Event and Placement.
AGE	Maximum Age 35 Years
Educational Qualification & Experience	<ol style="list-style-type: none"> I. Bachelor's degree in Event Management, Mass Media, Marketing, Communications, Arts , commerce , Management , Science , or an equivalent field. A postgraduate degree is an advantage. II. Minimum 2- 6 years of proven experience in event management or related areas.
Knowledge, Skills & Abilities	<ol style="list-style-type: none"> I. Strong organizational and time management skills with the ability to manage multiple events simultaneously. II. Excellent communication and interpersonal skills to manage diverse stakeholders. III. Proficiency in MS Office; knowledge of webinar platforms (Zoom/Webex/MS Teams) and event registration software is desirable. IV. Ability to work independently, stay calm under pressure, and adapt to changing event needs.
Job Responsibilities	<ol style="list-style-type: none"> I. Independently manage the planning, execution, and closure of all IAI events, including physical, virtual, and hybrid formats. II. Liaise with internal teams, advisory groups, speakers, delegates, and external vendors to ensure seamless coordination and delivery.



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	<ul style="list-style-type: none"> III. Drive event timelines, prepare project plans, and ensure deliverables are achieved as per quality standards. IV. Prepare event-related communication collaterals in coordination with the marketing team. V. Supervise event logistics including venue selection, vendor negotiation, technical support, and on-ground coordination. VI. Assist with the operational planning and execution of the annual Global Conference of Actuaries (GCA), including coordination of multiple sessions, dignitaries, and exhibition setups. VII. Ensure timely and accurate post-event documentation, including CPD credits & financial reconciliation. VIII. Maintain vendor databases, event archives, and assist in process improvement initiatives.
Selection Procedure	<ul style="list-style-type: none"> i. The candidate will be shortlisted based on functional knowledge, skill, and other criteria. ii. The selection procedure of shortlisted candidate shall be written test and Personal interview Selection will be based on the performance in the written test and personal interview.
What We Offer:	<ul style="list-style-type: none"> I. Opportunity to work in a challenging and intellectually stimulating environment at the forefront of the actuarial profession in India. II. Be a part of a statutory body making a significant impact on financial stability and public welfare. Competitive salary and benefits package. III. Opportunities for professional growth and development.