



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

<p>Institute of Actuaries of India (IAI)</p> <p>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</p>	
Name of the Position	Senior Executive – Placement
Position Summary:	<p>The Senior Executive – Placements & Industry Engagement will support the execution of placement initiatives and industry outreach for actuarial students and members. The role focuses on employer engagement, placement coordination, career support, event-driven visibility, and management of the IAI career portal, thereby strengthening career outcomes and expanding actuarial opportunities in India and globally.</p> <p>The position reports to General Manager – Events and Placement.</p>
AGE	Maximum Age 35 Years
Educational Qualification & Experience	<ol style="list-style-type: none"> I. Graduate / Postgraduate in Management (MBA/HR preferred) II. 3–6 years of experience in placements, recruitment, corporate relations, or BFSI hiring III. Exposure to insurance, consulting, analytics, or financial services preferred.
Knowledge, Skills & Abilities	<ol style="list-style-type: none"> I. Effective communication and people skills. II. Relationship management and stakeholder coordination III. Understanding of recruitment and hiring lifecycle IV. Event management and execution capability V. Data tracking, reporting, and analytical ability VI. High ownership, responsiveness, and execution focus VII. Consult with internal teams, advisory groups, speakers, delegates, and external vendors to ensure seamless coordination and delivery. VIII. Drive event timelines, prepare project plans, and ensure deliverables are achieved as per quality standards.
Job Responsibilities	<p>1. Employer Engagement & Relationship Management:</p> <ol style="list-style-type: none"> I. Engage and onboard employers across insurance, consulting, BFSI, analytics, and emerging domains.



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- II. Build relationships with HR leaders, hiring managers, and actuarial teams.
 - III. Understand hiring needs and align suitable actuarial talent.
 - IV. Ensure repeat engagement and long-term employer relationships.
- 2. Placement Coordination & Execution:**
- I. Manage end-to-end placement activities (job postings, screening coordination, interview scheduling, offer tracking)
 - II. Execute placement drives, virtual hiring events, and lateral hiring mandates.
 - III. Ensure seamless coordination between candidates and recruiters.
 - IV. Track placement metrics include roles, offers, and conversion ratios.
- 3. Candidate Engagement & Career Support:**
- I. Support students and members with job applications, resume alignment, and interview readiness.
 - II. Coordinate mock interviews, career guidance sessions, and employability initiatives.
 - III. Ensure candidates are aligned to employer expectations and role requirements.
 - IV. Provide ongoing support and query resolution.
- 4. Events, Seminars & Industry Outreach:**
- I. Plan and coordinate HR seminars, employer connect sessions, and industry roundtables.
 - II. Represent IAI at HR forums, campus engagements, and industry events.
 - III. Support participation in insurance, BFSI, analytics, and HR conferences.
 - IV. Leverage events to enhance visibility of the actuarial profession and generate employer leads.
- 5. Career Portal & Actuarial Job Database Management**
- I. Build and maintain a comprehensive database of actuarial jobs, employers, and candidates.
 - II. Source, validate, and publish actuarial job opportunities on the IAI career portal.
 - III. Drive employer onboarding and use of the portal for job postings.
 - IV. Ensure data accuracy, role classification, and timely updates.
 - V. Track portal metrics (jobs, applications, engagement) and provide insights.
 - VI. Coordinate with IT team for platform support and enhancements (technical development not in scope)
- 6. Global Opportunity Support:**
- I. Assist in facilitating international and remote job opportunities.
 - II. Support candidates in aligning with global hiring practices.
 - III. Maintain data on international roles and employer partnerships.
- 7. Data Management & Reporting**
- I. Maintain structured databases of employers, candidates, and opportunities.
 - II. Track hiring trends, salary benchmarks, and engagement metrics.
 - III. Prepare MIS reports and dashboards for leadership review.
 - IV. Capture employer and candidate feedback for continuous improvement.



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	<p>8. Stakeholder Coordination</p> <ul style="list-style-type: none"> I. Collaborate with internal teams (education, exams, member services) II. Function as a coordination point between employers, candidates, and leadership. III. Ensure smooth execution of all placement and engagement activities. IV. Supervise event logistics including venue selection, vendor negotiation, technical support, and on-ground coordination. V. Assist with the operational planning and execution of the annual Global Conference of Actuaries (GCA), including coordination of multiple sessions, dignitaries, and exhibition setups. VI. Ensure timely and accurate post-event documentation, including CPD credits & financial reconciliation. VII. Maintain vendor databases, event archives, and assist in process improvement initiatives.
<p>Selection Procedure</p>	<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.
<p>What We Offer:</p>	<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.