



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

Appointment of Counselling Specialist

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 Council consists of 12 elected fellow members and 4 persons nominated by Central Government. Currently, two government nominees are from Department of Financial Services and one from Insurance Regulatory Development Authority.

IAI, is inviting applications for the post of “Counselling Specialist”.

Job Summary

Key Responsibilities

1. Career Counseling

- Offer one-on-one **career** counseling sessions to actuarial aspirants and students.
- Assist in identifying career goals, developing career plans, and understanding job market trends.
- Provide guidance on selecting appropriate actuarial exams, study materials, and preparation strategies.

2. Educational Support

- Advise students on coursework, programs, and certification requirements.
- Support students in balancing academic commitments with exam preparation and professional development.



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3. Provide resources and referrals to tutoring, study groups, and other educational aids.

4. Exam Preparation

- Help students develop effective study schedules and techniques for passing actuarial exams.
- Organize and facilitate workshops, webinars, and study sessions focused on exam preparation.
- Provide motivational support and strategies to manage exam-related stress and anxiety.

5. Professional Development

- Guide students in building their resumes, preparing for interviews, and networking within the actuarial community.
- Offer advice on internship and job opportunities, including how to approach potential employers.
- Support students in gaining practical experience through internships, co-op programs, and job placements.

6. Emotional and Psychological Support

- Provide a supportive and empathetic ear for students facing challenges in their educational or career paths.
- Develop and facilitate workshops on stress management, work-life balance, and resilience.
- Refer students to additional mental health resources when necessary.

7. Resource Development

- Create and maintain up-to-date resources, guides, and informational materials on actuarial careers and education.



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Qualifications

- **Education:** Bachelor's degree in counseling, Education, Psychology, or a related field. A background in actuarial science or a related discipline is highly desirable.
- **Experience:** At least 2 years of experience in a counseling or advisory role, preferably within the education or professional development sectors.
- **Skills:**
 - Excellent organizational and time management skills.
 - Strong written and verbal communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Ability to work independently and as part of a team.
 - Strong problem-solving skills and attention to detail.
 - Ability to handle multiple tasks and prioritize effectively.
 - Empathy, patience and genuine desire to help others succeed.

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.

Age requirements

- Minimum Age - not less than 28 years
- Maximum Age - not more than 45 years

Working Conditions

- Permanent and full-time, based in Mumbai, India.
- Occasional travel may be required.

How to apply



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Kindly apply through online using the link given below.
vinita@actauriesindia.org. Last date of submission of application is 16th November
2024