



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

10th March, 2022

Appointment of Head Legal, Secretarial and Compliance

IAI, a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India, is inviting applications for the post of “Senior Compliance Officer”.

Name of the Post	Head of Legal, Secretarial and Compliance
No. of Post	One
Age (as on 2nd June 2021)	Minimum Age - not less than 30 years Maximum Age - not more than 50 years
Qualifications	LLB and ACS
Experience	Candidate should have at least 5 years of Compliance and Legal post qualification experience. Preferably worked at an Educational Institution University or College or Section 8 Companies for Education Candidate's preferred location Mumbai/Navi Mumbai/Thane
Emoluments and Benefits	Negotiable. Please indicate emoluments last drawn and expected.



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What is expected?

1. Attending to Secretarial and Compliance matter related to IAI Act, Regulations, Rules, Council matters, Committees matters, and Disciplinary Proceedings
2. Secretarial work relating to Section 8 subsidiary of the IAI
3. Ensuring overall compliance with the various Laws, Rules & Regulations, applicable to Institute including provisions of the Actuaries Act, 2006, Section 8 of Companies Act 2013 for Educational Company, Income Tax Act, GST, Employees related Acts, Contracts entered by IAI, Information Technology Act and Data Protection Act.
4. Submission of returns to the Authorities as applicable from time to time, replying to various queries, and regulatory authorities in a time bound manner.
5. Review and Draft Contracts and Processes
6. Attending to Right to Information Act (RTI) matters
7. Attending to compliance with Professional Conduct standards and any other standards that are applicable to members of the Institute
8. Ensuring various departments of IAI complying with Rules, Regulations and Processes
9. Preparing and maintaining of various statutory records.
10. Attending to various legal, Compliances & Regulatory issues



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	<ol style="list-style-type: none"> 11. Review and update internal policies 12. Providing Legal advice on various legal matters 13. Managing external advocates and professional firms representing the IAI and its subsidiaries 14. Representing the IAI and Section 8 Companies before authorities and in Courts 15. Any other work given by the reporting manager from time to time
Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none"> 1. Strong Knowledge of regulatory guidelines , standards and best practices 2. Monitor accounting and regulatory guidelines relate to financial reporting and documentation 3. Should possess knowledge of compliance standards and policies, audit techniques, regulatory issues, and operations and procedures that relate specifically to the IAI as an Statutory Institution 4. Excellent analytical, project management ,organizational skills and time management skills 5. Soft skills & Leadership abilities. High ethical standards 6. Expert communication (Written & Verbal) and public speaking skills are needed to facilitate a better organizational understanding of complex regulatory standard 7. Proficiency in Microsoft Office applications including Word, Excel, Outlook, Power point 8. Understanding of Compliance issues for Social Media use for Professional Development
Term	Appointment is on a full-time basis
Selection Procedure	<p>The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be;</p> <ul style="list-style-type: none"> • Written test • Personal interview <p>Candidates who clear the written test, will be called for personal interview</p> <p>Selection will be based on the performance in the written test and personal interview.</p>
How to apply	Kindly apply by sending your CV at ea@actuariesindia.org