



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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28th April 2022

Appointment of post of HR and Administration

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 “HR and Administration”.

Name of the Post	HR and Administration
No. of Post	One
Age (as on 1st April 2022)	Minimum Age - not less than 25 years Maximum Age - not more than 45 years
Qualifications	Candidate should be a have Degree in human resources, business Administration, or a related field with first division from recognized university
Experience	A minimum total experience of 5 years in HR and Administration role
Emoluments and Benefits	Negotiable. Please indicate last salary drawn and expected
What is Expected?	All matters relating to HR and Administration including the following; <ol style="list-style-type: none">1. Knowledge of compensation strategy performance management, employee relations, safety practices and talent acquisition and the ability to apply this information in a manner that is complaint with employment law & Actuaries Act 20062. Experience with creating a culture of engagement collaboration & teamwork3. Managing recruitment & selection process4. Prepare HR policies5. Training counselling & coaching of staff6. Handling work place investigation & disciplinary matters7. Resolving workplace conflicts through positive & professional mediation8. All matter related to payroll management All matter related to administration including maintenance of record, vendor management etc

Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none">1. Strong HR and Administration skills2. Experience with office management software like MS Office particularly MS Word, MS Excel and MS Power point3. Strong computer skills and experience with HR software4. Strong written and verbal communication skills5. Strong Organization skills with a problem-solving
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	attitude
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