



# 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 Deputy General Manager - IT

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 “Deputy General Manager”.

<b>Name of the Post</b>	Deputy General Manager
<b>No. of Post</b>	One
<b>Age (as on 1<sup>st</sup> February 2022)</b>	Minimum Age - not less than 30 years Maximum Age - not more than 40 years
<b>Qualifications</b>	MCA, MSc IT, M Tech, BE or B Tech - Computers
<b>Experience</b>	6+ years of experience in Project Management, Vendor Management, contract negotiation with vendor. Managing medium size teams of 5-10 IT experts, engaging IT risk auditors and ethical hacking teams including in the cloud environment Good understanding and experience in managing IT risks, security, privacy and Business continuity Engaging or understanding of integration issues with payment gateways and financial systems. Experience with relational databases and SQL (One of: Oracle, MySQL, MS SQL, or PostgreSQL) Strong knowledge of PHP web frameworks - Laravel
<b>Term</b>	Appointment is on a full-time basis
<b>Emoluments and Benefits</b>	Negotiable. Please indicate emoluments last drawn and expected.



# 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><b>What is expected?</b></p>	<ol style="list-style-type: none"> <li>1. Manage IAI website in the cloud environment which is integrated with the payment gateways and ensure uptime</li> <li>2. Manage and keep the IT security and BCP plans and periodic testing</li> <li>3. Support Education/ Training/ Examination delivery on the online platform</li> <li>4. Acquire and Manage the Document Management system</li> <li>5. Management internal financial systems, MIS and file servers</li> <li>6. Manage network infrastructure and firewall</li> <li>7. Manage helpdesk and support team for IAI staff</li> <li>8. Manage vendor relationship and RFP process for technology</li> <li>9. Engage with IT auditors and FAC committee on IT and IT audit related matters</li> <li>10. Strong proficiency in MySQL database management</li> <li>11. Participate in software requirement meetings and analyze user needs to determine technical requirements. Understand product/business requirements to define system specifications</li> <li>12. Coordinate with co-developers and keeps reporting manager well informed of the status of development effort and serves as liaison between development staff and reporting manager.</li> <li>13. Excellent communication, analytical and interpersonal skills.</li> <li>14. Ability to lead a project and grasp domain knowledge.</li> <li>15. Knowledge of hardware and networking will be an added advantage.</li> </ol>
<p><b>Selection Procedure</b></p>	<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"> <li>● Written test/ Computer test</li> <li>● Personal interview</li> </ul> <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/computer test and personal interview.</p>
<p><b>How to apply</b></p>	<p>Kindly apply by sending your CV at <a href="mailto:ea@actuariesindia.org">ea@actuariesindia.org</a>.</p>