



Appointment of Head - Public Affairs

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 “Head - Public Affairs”.

Name of the Post	Head - Public Affairs
No. of Post	One
Age (as on 1st April 2021)	Minimum Age - not less than 35 years Maximum Age - not more than 45 years
Qualifications	Candidate should be a Post Graduate in Business field or should have M.B.A in marketing/ HR or equivalent stream from reputed Institute.
Experience	Candidate should have at least 7 year marketing/HR/alliance work experience
Emoluments and Benefits	Negotiable. Please indicate emoluments last drawn and expected.
What is expected?	<ol style="list-style-type: none">1) To liaise with external stakeholders like;<ul style="list-style-type: none">✓ Prospective employers✓ Partnership and alliances✓ International Professional Bodies✓ Regulators and Government Agencies2) To liaise with national and international academic institutions and colleges.3) To promote the Institute of Actuaries of India (IAI) externally and act as a link between the Institute and human resources contacts in organizations.4) To initiate and maintain strong and positive relationships with relevant sectors of the media.5) To organize workshops, seminar/webinar and conferences related to placements.6) Any other as assigned by the President or the Executive Director



Institute of Actuaries of India

Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none">1) Strong communication and presentation skills: ability to communicate well verbally as well as in writing2) Strong research and analytical skills3) Open to intermittent travel4) Able to interact with senior management professionals within and outside of the relevant industries5) Familiarity with SEO/SEM, Google Analytics or any other similar search engines6) Experience with marketing campaigns and web technologies (e.g. online tools and social media)
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>Selection will be based on the performance in the written test and personal interview.</p>
How to apply	<p>Kindly apply through online using the link given below; Link</p> <p>Last date of submission of application is 30th September 2021</p>