



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

	2. Stakeholder & Regulator Engagement I. Act as the coordination point for research collaborations with regulators (IRDAI, PFRDA, RBI, SEBI), government bodies, and industry. II. Support preparation of research proposals, concept notes, MoUs, and progress reports for regulators and sponsors. III. Organise research review meetings, presentations, and workshops with stakeholders. 3. Committee & Governance Support I. Provide secretariat support. II. Prepare agendas, minutes, action trackers, and briefing notes. III. Track follow-ups and ensure timely closure of committee action items. 4. Academic & Institutional Collaboration I. Coordinate research partnerships with universities, think tanks, and academic institutions. II. Support actuarial students, fellows, and researchers involved in IAI-led studies. III. Assist in managing research grants, fellowships, and commissioned studies. 5. Research Documentation & Quality Control I. Assist in drafting, reviewing, and formatting research reports, working papers, policy briefs. II. Ensure consistency with IAI research policy, standards, branding, and publication guidelines. III. Maintain a central repository of research outputs, data sources, and references. 6. Events, Dissemination & Thought Leadership I. Support organisation of research-related seminars, roundtables, webinars, and conference sessions (including GCA). II. Coordinate publication of research outputs on IAI platforms (website, journals, newsletters). III. Work with the communications team to create summaries, infographics, and key insights for wider outreach. 7. Monitoring, Reporting & Impact Assessment I. Track progress and impact of research projects against defined KPIs. II. Prepare periodic internal and external progress reports. III. Support post-project evaluations and documentation of learning outcomes
Selection Procedure	The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be Written test and Personal interview Selection will be based on the performance in the written test and personal interview.



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What We Offer:	i. Opportunity to work in a challenging and intellectually stimulating environment at the forefront of the actuarial profession in India. ii. Be a part of a statutory body making a significant impact on financial stability and public welfare. iii. Competitive salary and benefits package. iv. Opportunities for professional growth and development
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