

## VACANCY NOTICE

**MSIG Insurance (Vietnam) Company Limited ("MSIG Vietnam")** is a part of the Mitsui Sumitomo Insurance Co., Ltd. network in Japan and a member of MS&AD Insurance Group.

MS & AD Insurance Group established in April 2010 following the alliance of Mitsui Sumitomo Insurance Group, Aioi Insurance Company and Nissay Dowa General Insurance Company, MS&AD Insurance Group is one of the largest general insurers in the world, with presence in over 41 markets globally, 16 of which are in Asia. Based in Japan, MS&AD Insurance Group is active in five business domains, namely domestic Japanese general insurance, life insurance, non-life insurance, financial services and risk-related services.

MSIG Vietnam with 100% foreign wholly owned company is the first Japanese General Insurer in Vietnam with Head Quarter in Hanoi, Branch in Ho Chi Minh City, and Representative Offices in Hai Phong City, Da Nang City, Hung Yen Province and Vinh Phuc Province.

We help consumers and businesses cope with risks to protect what they care about. We support individuals, communities and society to get back on their feet and minimize disruption to their daily lives during unforeseen circumstances. We offer a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, liability, engineering, and other classes of casualty business in the commercial insurance line, and home and contents, motor, personal accident and travel in the personal insurance offerings. From individual customers to commercial businesses, the range of insurance products, solutions and services are flexible in responding to challenges from evolving market conditions.

**MSIG Vietnam** is seeking to recruit a well-qualified Vietnamese citizen with competitive compensation and benefits for opening position:

### **(Senior) Executive (Business Analyst) / IT Division**

Contract Status: Permanent

Report to: Deputy Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>KEY OUTPUTS:</b></p> <p><b>1. Business specifications &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>Gather business and system requirements from users</li> <li>Assist users in defining requirements and suggest ideas.</li> <li>Co-ordinate with relevant parties to compose Business Requirement Specs (BRS), System Requirement Specs (SRS) documents and related Diagrams, Templates, Test Cases and other documents when necessary.</li> <li>Make sure that all related parties understand clearly and agree on composed documents.</li> <li>Compose user manuals/training materials.</li> </ul> <p><b>2. Testing &amp; Support</b></p> <ul style="list-style-type: none"> <li>Carry out application testing before releasing to end-users to make sure developed applications function correctly as per user requirements.</li> <li>Carry out trainings for other divisions / departments and related parties (if required).</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree, preferably related in IT or Finance.</li> <li>Other degrees/certificates in related fields (BA or Tester) is a plus.</li> <li>English immediate level</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <p><b>Business analysis (software):</b></p> <ul style="list-style-type: none"> <li>Ability to easily understand and catch up quickly with various business processes/rules or new products in finance or insurance domain.</li> <li>Being able to compose documents for financial or insurance products/processes that are clear, consistent, and easy to follow.</li> </ul>

<ul style="list-style-type: none"> <li>Investigate production issues and liaise with related parties to resolve.</li> </ul> <p><b>3. Others</b></p> <ul style="list-style-type: none"> <li>Proactively share ideas to improve software development activities.</li> <li>Other tasks as assigned by line managers and other office works as required by the company.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>Documentation</li> <li>Project timeline and usability</li> <li>Number of changes in documentation during development and testing</li> <li>Cost saving</li> </ul>	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Ability to communicate effectively with both internal and external parties.</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>Adaptive to new and emerging technologies.</li> <li>Good logical thinking and problem-solving skills.</li> <li>Ability to work at a fast pace and highly organized.</li> <li>Be able to perform independently and in a team.</li> <li>Proficient in MS Office tools (Word, Excel, PowerPoint, etc.)</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>At least 2-year of working experience.</li> <li>Prior assignments in directly relevant roles with proven successes.</li> <li>Experience in insurance is a plus.</li> </ul>
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Our company package includes but not limits to:

- Attractive and competitive remuneration package: attractive monthly salary Guaranteed Bonus, Short-Term Incentive Bonus, various types of allowances and subsidies (telecommunication allowance, pocket subsidy, special language subsidy, risk surveyor subsidy, hotline duty subsidy, clothes support subsidy, lunch support subsidy, transportation subsidy...) and long service award.
- Premium healthcare insurance package including health and accident insurance in addition to basic insurances regulated by the Labor Code to employees and their entitled families' members (depends on level of employees).
- Training opportunities sponsored by the Company (on-job-training, soft skills, professional knowledge and certificate (ANZIIF, CII, ACCA, Actuary...), technical exchange seminar...).
- Minimum of 15 annual leave days; Annual health check-up at high standard level.
- International and professional work environment with high ethic and compliant culture.
- Annual company summer vacation and parties with teambuilding activities and talented performances.
- Company's Top Management always communicates to all employees about Company's strategy, development plan and new opportunities for employees to reach higher performance.
- Employees are engaged and taken care by the company via various Trade Union activities.

Details of job description and selection requirements of this position are posted at [www.msig.com.vn](http://www.msig.com.vn)

**Starting date: As soon as possible**

Written application in English, stating why you are suitable for the post, together with full curriculum vitae should be sent by **29 December 2023** to Email: [recruit@vn.msig-asia.com](mailto:recruit@vn.msig-asia.com)

Attn.: Human Resource Department, **MSIG Vietnam, 10th Floor, Corner Stone Building, No. 16, Phan Chu Trinh Street, Phan Chu Trinh Ward, Hoan Kiem District, Hanoi, Vietnam**

\* Note: Only short-listed candidates will be contacted. Applications will not be returned.

Applications will be on first come first serve basis.

**MSIG is an equal opportunity employer.**