



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:

Deputy Manager / Risk Management Division

Contract Status: Permanent

Report to: General Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>KEY OUTPUTS:</p> <p>I. Risk Management</p> <ul style="list-style-type: none">- Lead, develop and maintain Enterprise Risk Management Framework: Risk Appetite Framework (RAF), Capital Management Plan (CMP), Stress Testing, Sensitivity Analysis, Key Risk Indicator/Key Control Indicator (KRI/KCI) assessment, Own Risk and Solvency Assessment (ORSA) process;- Manage the preparation of the Head Office Excel Model annually;- Monitor and escalate Emerging risks and urgent issues leading to changes in risk exposure;- Promote and embed risk culture and conduct Risk Management trainings to equip relevant officers and staff with skills, knowledge and support required to discharge their responsibilities effectively;- Identify training needs for Risk Management and oversee development of enterprise risk competence and awareness across the Company;- Liaise with Division Leaders in ensuring completion of quality departmental Risk Registers: prepare and maintain Company's Risk Register, Key Business Risk Profile, Risk Map;- Evaluate the adequacy of the Company's Internal Control framework in addressing risks and accomplishing the Company's goals and objectives;	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none">• University graduation with background in Risk Management and/or insurance business is preferred• Finance Risk Management or globally recognized Risk Management qualification is a plus• English fluency, especially speaking and presentation <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none">• Innovative mind-set. Tech-savvy is highly welcomed• Knowledge and experience in ERM; Internal Control, Corporate Governance...• Excellent in interpersonal, presentation and communication skills• Well understanding in Insurance industry is a plus;• Extensive knowledge and experience in Corporate

<ul style="list-style-type: none"> - Work with Internal Audit, Enterprise Risk Management Committee and Compliance Committee in ensuring the identification and prioritization of risks and reporting of the same; - Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required; - Monitor and report on compliance with regulatory requirements in Risk Management; - Any other duty assigned by Division Leader/Management. <p>II. Information Security (IS)</p> <ul style="list-style-type: none"> - Develop and maintain IS Control Framework, including the Annual IS key activities and/or initiatives; - Facilitate the liaison among related Divisions/Branches to remediate IS deficiencies and mitigating information risks at all areas of operation; - Promote IS awareness and practice via trainings and campaigns. - Support Data Protection Officer (DPO) for related activities to ensure compliance with Personal Data Protection regulations <p>III. Business Continuity Management</p> <ul style="list-style-type: none"> - Develop and maintain Business Continuity Management Framework; - Develop and implement annual BCP key activities, including Business Impact Analysis (BIA), scenarios Response plan and Drill Testing; - Liaise with Incident Response Team (IRT) and Functional Response Team (FRT) in case of emergencies or incidents to ensure the continuity of business and operation. <p>IV. Cyber Security (CS)</p> <ul style="list-style-type: none"> - Develop the CS Strategy and Roadmap for the Company; - Develop the Roadmap/Action Plans and Initiatives for CS of the Company; - Co-operate with relevant Divisions to derive & maintain a holistic CS incident response plan; - Conduct training and enhance awareness on CS to all staffs. <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> - Internal Divisions / Departments, Branches and Representative Offices - MSI Head Office - Regional Company - Professional consultants - Internal Auditors - Regulators <p>DECISION MAKING AUTHORITY:</p> <ul style="list-style-type: none"> - To understand and act within delegated authority of Division Leader <p>KEY PERFORMANCE INDICATORS (KPI):</p> <ul style="list-style-type: none"> - ERM embedded in all business areas - Reporting quality and timeliness - Information adequacy and completeness - Advisory quality and timeliness 	<p>Governance issues, related Internal Controls;</p> <ul style="list-style-type: none"> • Understand the financial mechanics as well as the operations of the business <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • At least 3 years of working experience. Experience in Internal Control or Risk Management is preferred
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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 ethics 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

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 **23rd October 2025** to email: 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.