



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.

MSIG Vietnam will market a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, motor and engineering.

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

Executive (Business Analyst) / Digital Business Development Division

Contract Status: Permanent

Report to: Deputy Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>OVERALL RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ✓ Study and understand business requirements from users and compose necessary documents for application development. ✓ Manage new requirements and change requests. <p>CONTEXT:</p> <ul style="list-style-type: none"> ✓ All Insurance lines as assigned by the Company <p>DIMENSIONS:</p> <ul style="list-style-type: none"> ✓ Timeline ✓ Quality of applications ✓ Documentation <p>KEY OUTPUTS:</p> <ol style="list-style-type: none"> 1. Business specifications & Documentation <ul style="list-style-type: none"> • Gather business and system requirements from users • Assist users in defining requirements and suggest ideas. • 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. • Make sure that all related parties understand clearly and agree on composed documents. • Compose user manuals/training materials. 2. Testing & Support <ul style="list-style-type: none"> • Carry out application testing before releasing to end-users to make sure developed applications function correctly as per user requirements. • Carry out trainings for related parties. 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor’s degree, preferably in IT, Banking & Finance. • Other degrees/certificates in related fields is a plus. • Fluency in English, especially written. <p>SKILLS/KNOWLEDGE:</p> <p>Business analysis (software):</p> <ul style="list-style-type: none"> • Ability to easily understand and catch up quickly with various business processes/rules or new products in finance or insurance domain. • Being able to compose documents for financial or insurance products/processes that are clear, consistent, and easy to follow. <p>Communication:</p> <ul style="list-style-type: none"> • Ability to communicate effectively with both internal and external parties. <p>Others:</p> <ul style="list-style-type: none"> • Adaptive to new and emerging technologies. • Good logical thinking and problem-solving skills. • Ability to work at a fast pace and highly organized. • Be able to perform independently and in a team.

<ul style="list-style-type: none"> Investigate production issues and liaise with related parties to resolve. <p>3. Others</p> <ul style="list-style-type: none"> Proactively share ideas to improve software development activities. Other tasks as assigned by higher managers and other office work as required by the company. <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> Documentation Project timeline and usability Number of changes in documentation during development and testing Cost saving 	<ul style="list-style-type: none"> Proficient in Office tools (Word, Excel, PowerPoint, etc.) <p>EXPERIENCE:</p> <ul style="list-style-type: none"> At least 2 year working experience. Fresh staff can be considered. Prior assignments in directly relevant roles with proven successes. Experience in e-commerce/insurtech platforms is a plus. <p>COMPETENCIES:</p> <ul style="list-style-type: none"> Achieve Results Build a Sustainable Future Communicate and Collaborate with Others Drive Innovation and Manage Change Empower Self and Others to Perform Focus on Customers Grow Capabilities Have Ethics and Be Compliant
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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

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 **6 January 2023** 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.