



## 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:

### Executive (Legal) / Legal and Compliance Division

Contract Status: **6-month contract**

Report to: Deputy Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>PURPOSE:</b> To support Deputy Manager and Head of Legal and Compliance Division / National Compliance Controller on Legal, Compliance of the whole Company.</p> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>• MSIG Vietnam</li> <li>• All branches, representative offices and divisions</li> </ul> <p><b>KEY OUTPUTS:</b> <b>Legal:</b></p> <ul style="list-style-type: none"> <li>• Providing advice on Legal issues</li> <li>• Performing legal review for the Company' contracts and agreement</li> <li>• Updating local Law and regulation timely</li> <li>• Preparing Company dossiers (under legal regulations on enterprises, insurance)</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University graduation with major in Legal;</li> <li>• English fluency</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Well understanding in law and regulation;</li> <li>• Understanding on insurance business and operation is a plus;</li> <li>• Excellent in interpersonal and communication skills</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• At least 2-year of working experience.</li> </ul>

<ul style="list-style-type: none"> <li>Monitoring the Company's Policies, Regulations &amp; Guidelines (PRG) in line with local Law/regulation and Head Quarter / Regional Office's PRG</li> <li>Managing the network of external consultants and lawyers</li> <li>Other Legal tasks</li> </ul> <p><b>Relationship with regulator</b></p> <ul style="list-style-type: none"> <li>Monitoring all inward/outward official letters from/to regulator</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>MSIG Vietnam Divisions, Branches and representative offices</li> <li>MSIG Asia</li> <li>Professional Consultants/Lawyer</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>To act within delegated authority by line management</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>Reporting quality and timeliness</li> <li>Advisory quality and timeliness</li> <li>Information adequacy and completeness</li> </ul>	<ul style="list-style-type: none"> <li>Experience in related areas (insurance, corporate legal, compliance or professional advisory) is preferred</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>Applying Technical knowledge</li> <li>Being Ethical and Compliant</li> <li>Collaborative Relationships</li> <li>Communicating with impact</li> <li>Customer Focus</li> <li>Developing Self, Direct reports and Others</li> <li>Driving Results</li> <li>Managing Execution</li> <li>Problem Solving</li> </ul>
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Our company package includes but not limits to:

- Attractive and competitive remuneration package: attractive monthly salary, various types of allowances and subsidies (telecommunication allowance, pocket subsidy, risk surveyor subsidy, hotline duty subsidy, lunch support subsidy, transportation subsidy...).
- 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.msiq.com.vn](http://www.msiq.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 **20 December 2022** to Email: [recruit@vn.msiq-asia.com](mailto:recruit@vn.msiq-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.**