



## 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 (under 7-month contract) / Internal Audit Division**

Contract Status: Temporary

Report to: Manager

Location: Hanoi

Brief description of the duties and responsibilities:

| NEED TO DO   | NEED TO KNOW  |
|--|---|
| <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"><li>- Internal Audit working papers.</li><li>- Assist in providing audit findings and appropriate recommendations.</li><li>- Internal audit policies, regulations, and guidelines.</li><li>- Other reports.</li></ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"><li>- Division Leaders of Company.</li><li>- Officers of the 1st and 2nd line of Three Lines Model, of Company.</li></ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"><li>- To understand and act within authorities granted by Manager.</li></ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"><li>- Time of submitting working papers to Manager / Chief Internal Auditor.</li><li>- Time of closure of coaching notes provided by Manager / Chief Internal Auditor.</li><li>- Quality of Audit reports and Audit recommendations.</li><li>- Sharing and training hours.</li></ul> | <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"><li>- Bachelor's degree from University, with major in Auditing, Finance, Accounting, Insurance, Business Administration or Legal / Compliance.</li><li>- Membership of professional bodies in Auditing, Insurance, Accounting or Legal / Compliance is an advantage.</li><li>- Fluent in English (both speaking and writing).</li></ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"><li>- At least 2 years working following the graduated major, or at least 1 year of working experience as auditor / inspector.</li><li>- Exposure in insurance industry is an advantage,</li></ul> |

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|  | <p>preferably general insurance.</p> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>- Good grounding in concepts of risk management, controls, and auditing.</li> <li>- Good inter-personal and communication skills.</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<sup>th</sup> July 2025** 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.**