



## 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 was 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 General Manager (Division Leader) / Underwriting Division**

Contract Status: Permanent

Report to: General Director

Location: Ha Noi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>I/ Leadership:</b></p> <p>To lead the UWD in underwriting, product development and risk engineering including:</p> <ul style="list-style-type: none"> <li>• Advise the management team on key planning issues and make recommendations on important business decisions on areas assigned</li> <li>• Strategic planning and resource allocation on areas assigned</li> <li>• Establish operational processes/ process improvement for areas assigned</li> <li>• Manage the strategy implementation, in particular regarding budgets and timelines on areas assigned</li> <li>• Ensure quality control of Division output as pertains to customer acquisition and delivery of services</li> <li>• Ensure all staff are fully informed of operational objectives</li> <li>• Set operational and / or performance goals for each Section which are aggressive, achievable and tied to long-term goals</li> <li>• Monitor Section's performance against performance goals to ensure that progress is being made</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University graduation</li> <li>• English fluency</li> <li>• Possess a degree or certificate of training in insurance, which is pertinent to their assignments and awarded by a training institution legally incorporated and operated abroad or domestically</li> </ul>

<ul style="list-style-type: none"> <li>Conduct regular meetings with all Sections to ensure that priorities are clear and coordination is good.</li> <li>Ensure activities comply with organisational requirements for quality management, legal stipulations, and general duty of care.</li> <li>Facilitate resolution of issues between departments.</li> </ul> <p><b>II/ Operations and controls:</b></p> <ul style="list-style-type: none"> <li>To establish an appropriate structure for the Division and its management</li> <li>To ensure appropriate and satisfactory systems are in place for monitoring Division performance against plans and budgets</li> <li>To put in place an effective system of controls throughout the Division, covering nonfinancial as well as financial controls</li> <li>To ensure that operating objectives and standards of performance are not only understood but owned by supervisors and employees</li> <li>To take remedial action where necessary and to inform the Directors of any significant changes</li> <li>To ensure that the Division and its operations comply with all applicable legal and regulatory requirements and, where appropriate, best practice</li> <li>To ensure that appropriate standards of conduct are established and complied with</li> </ul> <p><b>III/ Communication and reporting:</b></p> <ul style="list-style-type: none"> <li>To liaise with the Directors and let them informed major issues of areas involved</li> <li>To report to the Directors regularly on the operation of the Division</li> <li>To provide such information to the Directors require in order for the Directors to assess the performance of the business and the achievement of the agreed strategy and budget</li> <li>To provide an appropriate and satisfactory communication system for reporting on a monthly basis on operation of Division</li> <li>To ensure that a system is in place for effective communication with the supervisors and other employees in Division and managerial levels of other Divisions.</li> </ul> <p><b>IV/ Management</b></p> <ul style="list-style-type: none"> <li>To build and lead an effective and cohesive supervisors team with effective succession planning</li> <li>To appoint, build and maintain a first-class effective supervisors team and to ensure that remuneration packages are appropriate</li> <li>To be responsible, overall, for all dealings with Division staff and their appointments</li> </ul> <p><b>V/ Others</b></p> <ul style="list-style-type: none"> <li>To execute other office work as required by the Company</li> </ul>	<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>At least 8 years' experience working in non-life insurance</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>Have extensive practical experience and knowledge in wide range of responsibilities from business support function to core business functions (Underwriting)</li> <li>In each area this person has involved in various roles: from planning, implementation or operation to control.</li> <li>Having accredited international qualification in areas assigned</li> <li>Management skills, deploying jobs as plan</li> <li>Human management skills, have abilities and willingness to train employees</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.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 **13<sup>th</sup> February 2026** 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.**