



## 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:

**Manager (Partnership Business Development) /  
Marketing Planning and Business Development Division**

Contract Status: Permanent

Report to: Senior Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>OVERALL RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- Execute and deliver partnership business development</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>- All insurance lines as assigned by the Company</li> </ul> <p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>- Number of business partners</li> <li>- Gross Written Premium</li> <li>- Profit</li> </ul> <p><b>KEY OUTPUT:</b></p> <p><b>1. Develop partnership business distribution channels:</b></p> <ul style="list-style-type: none"> <li>- Formulate &amp; drive the strategy partnership business development;</li> <li>- Identify strategic partnership, infrastructure, tools and technology requirements;</li> <li>- Build up and follow up partnership distribution channels, including integration, B2B, B2C, B2B2C, and other E-commerce models and applications with partners including but not limited to banks, airlines, tour operators, visa application agents, ecosystem partners, insurtech companies, etc.;</li> <li>- Negotiate and execute partnership contracts and ensure compliance of all parties including key baseline materials such as guidelines, templates and checklists for partnerships;</li> <li>- Proactively initiate and coordinate with business partners in identifying, implementing, evaluating, identifying and meeting business opportunities and their needs.</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University/college graduation, majoring in marketing, public relations is preferable.</li> <li>• English fluency.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of E-commerce, digital field;</li> <li>• Strong sale orientation: Sales campaigns, Sales management; Customer relationship management, etc.;</li> <li>• Strong communication &amp; negotiation skills;</li> <li>• Digital savvy, good analytical and administrative skills;</li> <li>• Strong teamwork and cooperation spirit;</li> <li>• People management skills.</li> </ul>

<p><b>2. Co-ordination with other Divisions/functions:</b></p> <ul style="list-style-type: none"> <li>- Lead and work with related parties and different sources to ensure financial and strategic planning is met for all business partners;</li> <li>- Closely co-ordinate with other Marketing teams &amp; Lead for the efficient implementation of partnership contract;</li> <li>- Work with Underwriting team, Claim team, Marketing teams to design new products and/or enhance existing products;</li> <li>- Work with Digital Business Development team for the digital solution required by each business partner.</li> </ul> <p><b>3. Planning &amp; organization:</b></p> <ul style="list-style-type: none"> <li>- Drive the achievement of Business Plan as assigned;</li> <li>- Set up &amp; implementation of guideline for the operation of the function;</li> <li>- Manage and control day-to-day administrative operation of the function;</li> <li>- Coach, train &amp; support new staff (if any).</li> </ul> <p><b>4. Report:</b></p> <ul style="list-style-type: none"> <li>- Evaluate partnership and campaign performances with statistic reports;</li> <li>- Timely complete other reports as required by line manager;</li> <li>- Other project management works as assigned by line manager.</li> </ul> <p><b>5. Staff training, development and supervision:</b></p> <ul style="list-style-type: none"> <li>- To improve skill of selling and enlarge knowledge of non-life insurance;</li> <li>- To arrange staff to fully participate in training courses organized by company;</li> <li>- To instruct, coach and supervise the subordinates in daily works.</li> </ul> <p><b>6. Other office works as required by the Company</b></p> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- MSIG VN's internal Div/ Dept</li> <li>- Partners, Bankers, clients,...</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>- To understand and act within delegated authority of Senior Manager</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>- No. of partners</li> <li>- Gross Written Premium</li> <li>- Profit</li> </ul>	<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years' experience in partnership or business development role in the finance industry or other related industry;</li> <li>• At least 3 years of experience in managerial responsibility;</li> <li>• Equivalent experience in non-life insurance field is preferred.</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Applying Technical Knowledge</li> <li>• Being Ethical &amp; Compliant</li> <li>• Collaborative Relationships</li> <li>• Communicating with Impact</li> <li>• Customer Focus</li> <li>• Developing Self, Direct Reports &amp; Others</li> <li>• Driving Results</li> <li>• Managing Execution</li> <li>• Problem Solving</li> <li>• Building Effective Teams</li> <li>• Managerial Courage</li> <li>• Business Acumen</li> <li>• Dealing with Ambiguity</li> <li>• Organisational Savvy</li> <li>• Strategic Agility</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 **23 Jul 2022** 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.**