

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:

Manager (Security) / IT Division

Contract Status: Permanent

Report to: General Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>KEY OUTPUTS:</p> <p>1- Security</p> <ul style="list-style-type: none"> • Cyber defence plan for the company • Subject Matter expert on securing network configuration and secure development requirement. • Established Security monitoring systems • Ensure compliance with security standards and framework • Cybersecurity awareness training materials. • Security solution proposals • Ensure and maintain IT security for whole system. • Timely review/update/upgrade/reconfigure security protections. • Study, prevent, fix and resolve alerts, security events. <p>2- System/Network</p> <ul style="list-style-type: none"> • Backup for IT Manager in charge of System and Network. • Develop and communicate standards for use, operations, and security of network, personal computers, and data. • Assist IT Manager in charge of System and IT General Manager to resolve System/Network issues and take part in System/Network projects if required <p>3- Cloud Platform</p> <ul style="list-style-type: none"> • Study, propose and develop secure Cloud solution for the Company <p>4- Management</p> <ul style="list-style-type: none"> • Manage and modify IT documents following requirements • Manage, compose and check IT system procedures and processes 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor Degree in software engineering or related fields (Master Degree is a plus). • English fluency. <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> • Technology trends, security implication and directions • Solid grasp of technical concept, operating systems, network, database, cryptography, programming and scripting language. • High analytical skills • Understanding essential concepts on insurance business and operation • Good background on IT areas • Good communication skills • Be able to provide training and support to users. • Be able to manage multiple tasks and provide emergency support. • Comply with applicable regulations.

<p>5- Project coordinator</p> <ul style="list-style-type: none"> • Communicate with all parties involved in the project at every project's milestones. • Manage IT Security and/or System/Network Project, including vendors. • Complete projects within timeline and budget. <p>6- Others</p> <ul style="list-style-type: none"> • Other office works as assigned by the company • Timely report to IT General Manager in case of any issue/trouble <p>DECISION MAKING AUTHORITY:</p> <ul style="list-style-type: none"> • To understand and act within authorities granted by General Manager <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • Increase cybersecurity maturity level of company for security procedures (People, Process and Technology) • Increase awareness level of staff at company • Operation efficient program and cost saving. • Project timeliness and completeness. 	<ul style="list-style-type: none"> • Good judgement ability, time management skills • Be able to assess information system needs, to generate system development plan and to recommend selection of appropriate hardware and software in term of security <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Have at least 4 years related work experience in similar capacity or at least 4 years of experience in IT, in which at least 0.5 year IT service, 2 years in software development and 1.5 years in system <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 **13 March 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.