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 (Software) / IT Division

Contract Status: Permanent   Report to: General Manager   Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
PURPOSE: • Perform process and business requirement analysis to meet users' requirement/expectation and existing IT system constraints. • Manage to Execute OEP and new secure Software/application/solutions/enhancement. • Support IT management in setting up IT strategy, governance, controls, standards, processes and procedures.. **CONTEXT:** • All operations and processes in the whole Company and branches. **DIMENSIONS:** • IT teamwork. • Divisions and sections. **KEY OUTPUTS:** **1-Software Development Life Cycle management:** - Analyse plan, process and requirement. - Define development requirements based on user requirement. - Design/review the software architecture, features and specifications Acquire, build or develop the software. - Prepare deployment material and check the deployment. Maintain the software development. - Support troubleshooting and debugging software. - Train/guide the developmental team to optimize their work.	**QUALIFICATIONS:** • BSc/BA in computer science or relevant field; MSc/MA will be appreciated. • Certified application developer is a plus. **SKILLS/KNOWLEDGE:** Encouraging, planning, organizing, coordinating, directing, oversight, technical skills, creativity, customer-focused, attention to detail, problem solving and teamwork. **EXPERIENCE:** • At least 4 years 'experience in IT software development management. Experience in designing and building applications. • In-depth knowledge of programming for diverse operating systems and platforms using development tools. Excellent understanding of software design and programming principles.

2-Software Quality Management:
- Quality assurance: set/propose standards, processes and/or compose procedures to maintain the quality, stability, reliability and security of services and software as well as to meet necessary regulatory.
- Quality planning: define the quality attributes to be associated with the output of the software.
- Quality control: supervise testing and reviewing software in stages to ensure quality assurance processes, standards, security and timeline.

3-IT Project Management

- Initiating, planning, executing, monitoring & controlling, closing management.
- Integration, scope, time, cost, quality, procurement, human resources, communications, risk, stakeholder management.

4-Manpower Management

- Lead, educate, instruct and manage staff to reach KPI.

5-Plan

- Research and evaluate software solutions.
- Propose the software and development budget and plan. Execute plan within budget.

6-Cloud Computing Management

- Propose suggestions and best practices to optimize customers' cloud presence, performance, security, and cost.
- Designing the cloud environment from a holistic point of view, ensuring it meets all of the company's requirements.
- Completing the integration of new applications into the cloud environment.
- Develop and organize cloud systems and work closely with IT security to monitor the company's cloud privacy.

7-Data warehouse/Business Intelligent Management

- Design and implement ETL (extract, transform and load) processes and data architecture to ensure proper functioning of analytics lad, as well as client's or third-party's reporting environments and dashboard.
- Collaborate with business and technology stakeholders in ensuring data warehouse architecture development and utilization.
- Perform the design and extension of data marts, meta data, and data models.
- Consolidate and optimize available data warehouse infrastructure.

8-Others

- Timely/periodically report all information to higher managers.
- As per assigned by superiors and other office work as required by the Company.

RELATIONSHIPS:
- Regional ICT (Information, communication and technology).
- Process owners.
- IT Steering Committee members Software vendors and developers.

DECISION MAKING AUTHORITY:
- To act within delegated authority given by IT General Manager.

COMPETENCIES:
- Applying Technical Knowledge
- Being Ethical & Compliant
- Collaborative Relationships
- Communicating with Impact
- Customer Focus
- Developing Self, Direct Reports & Others
- Driving Results
- Managing Execution
- Problem Solving
- Building Effective Teams
- Managerial Courage
- Business Acumen
- Dealing with Ambiguity
- Organisational Savvy
- Strategic Agility.

KEY PERFORMANCE INDICATORS: - IT project, software, enhancement, quality, number, timeliness and completeness. - Cost efficiency.	

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 **20 July 2022** 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.