



## 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 / Underwriting Division

Contract Status: Permanent

Report to: Deputy General Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>PURPOSE:</b> Assist Head of Underwriting Division in the operation of Technical and Training Section to help achieve the planned objectives of the Company.</p> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>All classes of insurance business in Vietnam</li> </ul> <p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>Maintain Underwriting guidelines and Policy wording/ clauses standards.</li> <li>Monitoring Underwriting profitability</li> <li>Developing and maintaining Underwriting statistics.</li> <li>Product development support</li> <li>Training and guiding staff</li> <li>Review work procedure and wordings with view of control, increase productivity and efficiency.</li> <li>Facultative reinsurance outward (optional)</li> </ul> <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"> <li>Assist Head of Underwriting Division in overseeing general operation of Technical and Training Section and supervising the works of other members in Technical and Training Section of Underwriting Division;</li> <li>Work with Marketing Department on pre-underwriting and quoting according to risk assessment, underwriting authority limit and treaty terms and conditions;</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>University Graduation</li> <li>English fluency.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>Sound Underwriting knowledge.</li> <li>Good communication skills.</li> <li>In depth knowledge of insurance, products, insurance contracts, funding and rating;</li> <li>Advanced analytical skills to interpret business information drawn from multiple sources to make critical account decisions regarding quality of risk</li> <li>Have good knowledge about type and method of reinsurance.</li> </ul> <p><b>EXPERIENCE:</b></p> <p>At least 5 years experience in non-life insurance;</p>

<ul style="list-style-type: none"> <li>Analyzes qualitative and quantitative data prepared by underwriting executive/marketing dept and provides approval for risk selection and acceptance, coverage, and price for multi lines business;</li> <li>Monitor and manage risk accumulation control in accordance with underwriting guideline;</li> <li>Monitor/control acceptance of risks to ensure that Underwriting guideline and treaties limit continue to be observed;</li> <li>Conduct review of renewal business to ensure that business terms and conditions continue to be satisfactory;</li> <li>Liaise and coordinate with higher authority on various underwriting and referral case in timely, including handling facultative reinsurance outward for the accounts being in charge;</li> <li>Maintain and develop relationships with facultative reinsurers.</li> <li>Develop, maintain Underwriting statistics and prepare Underwriting reports, Underwriting Manual;</li> <li>Support, coach and guide Underwriting Executive on daily works</li> <li>Assist Head of Underwriting Division in Underwriting workshop and Underwriting Committee;</li> <li>Provide support to new product development activities when assigned by Head of Underwriting Division;</li> <li>Set up, monitor and implement Technical Training plan both internal and externals.</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>MSIG Vietnam's staff (Reinsurance, Business Processing, Marketing, Claim, Accounting) and other industry peers.</li> <li>Reinsurance market.</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>To understand and act within delegated authority given.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>State of Underwriting statistics and Underwriting guidelines</li> <li>Proper risk acceptance within Underwriting Guideline</li> <li>Standard of response to other related Dept/ Customers.</li> </ul>	<p>Experience in property/casualty underwriting is preferable.</p> <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 16 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 **6 December 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.**