



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 (System) / IT 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>PURPOSE:</p> <ul style="list-style-type: none"> Maintain the company’s information systems (cloud and on-premise) to provide maximum reliability and processing speed, while safeguarding data and providing access to data according to approved user profiles. Maintain Internet and e-mail access based on provider availability. Maintain telephone and voice-mail systems to provide efficient internal and external communications. Maintains working knowledge of application software to provide timely and comprehensive support to system users. Provide coordination of facilities issues as requested. <p>CONTEXT:</p> <ul style="list-style-type: none"> All operations and processes in the whole Company and branches. <p>DIMENSIONS:</p> <ul style="list-style-type: none"> IT teamwork Divisions and sections <p>KEY OUTPUTS:</p> <ul style="list-style-type: none"> Designs, specifies, configures, installs and maintains cloud, DRP systems, Servers, Databases, Security Systems, WAN, LAN and hardware, software and telecommunications systems to assure timely, secure and reliable processing of data as required by business operations. Maintains cloud, network, servers, PC workstations, printers, routers, switches, modems, cabling and Internet communications devices to assure timely, secure and reliable access by all locations and all authorized users. Maintains and upgrades network and application software as needed. Establishes and maintains users, user environments, directories, and security (including adds, moves and deletes) Responds to the needs and questions of users concerning their access to resources on the system and the operation of various software applications. 	<p>QUALIFICATIONS:</p> <p>University degree in related major (IT system)</p> <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> Minimum of five years current experience in information systems (I/S) and network management, including an in-depth knowledge of Computer networking, network administration, internet, e-mail and operating systems. Working knowledge of telephone system operations, routers and communication lines. Demonstrated well-developed written and oral communication skills. Demonstrated ability to provide training and support to users. Ability to assess information system needs, to generate system development plan, and to

<ul style="list-style-type: none"> Responsible for the daily maintenance, testing, and safeguarding of system and data backup media and proper storage. Develops and communicates standards for use, operations, and security of system, personal computers, and data. Communicates with other departments to report and resolve hardware, software and operations problems. Consults with other department managers to develop system solutions consistent with organizational strategies and objectives. Responsible for installation, maintenance and staff training of telephone, e-mail systems. Trains users on system and equipment usage. Responsible for ongoing repair and maintenance of all data processing system equipment Responsible for the secure maintenance and timely retrieval of all stored data, including electronic copies Assists Direct Manager in management of physical facilities, including the coordination of new sites, renovations, utilities, and maintenance. Assists Direct Manager with development of information system plans, recommendation for selection of hardware and software applications, and maintenance of system, researching and evaluating new technologies and assisting with contract negotiations. Other duties as assigned. <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> MSIG HA IT MSIG VN's process owners MSIG VN's IT Steering Committee members System vendors and developers <p>DECISION MAKING AUTHORITY:</p> <ul style="list-style-type: none"> To act within delegated authority given by Direct Manager. <p>KEY PERFORMANCE INDICATORS: Stable and secured system.</p>	<p>recommend selection of appropriate hardware and software.</p> <ul style="list-style-type: none"> Ability to manage multiple tasks and provide emergency support. Knowledge of and ability to interpret and comply with applicable regulations. Ability to exercise good judgment in evaluating situations and making decisions. Ability to use tact and sensitivity to timing in personal transactions. <p>COMPETENCIES:</p> <ul style="list-style-type: none"> Applying Technical Knowledge Being Ethical & Compliant Collaborative Relationships Communicating with Impact Customer Focus Developing Self, Direct Reports & Others Driving Results Managing Execution Problem Solving Business Acumen Dealing with Ambiguity Organisational Savvy Strategic Agility
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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 **30 April 2021** 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.