



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 and Hung Yen 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:

Deputy Manager / Finance Planning and Risk Management Division

Contract Status: Permanent

Report to: Deputy General Director

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>PURPOSE: Be responsible over Enterprise Risk Management, Information Security and Business Continuity Plan.</p> <p>CONTEXT:</p> <ul style="list-style-type: none">- HO- RHC- MSIG Vietnam- All branches, representative offices and divisions <p>DIMENSIONS:</p> <p>I. Risk Management</p> <ol style="list-style-type: none">1. Lead, develop and maintain Enterprise Risk Management Framework: Risk Appetite framework, Capital Management plan, Stress testing, Sensitivity Analysis, KRI/KCI assessment, Own Risk and Solvency Assessment (ORSA) process;2. Manage the preparation of the HO Excel Model annually;3. Monitor and escalate emerging risks and urgent issues leading to changes in risk exposure;4. Promote and embed risk culture and conduct risk management trainings to equip relevant officers and staff with skills, knowledge and support required to discharge their responsibilities effectively;5. Identify training needs for risk management and oversee development of enterprise risk competence and awareness across the company;6. Liaise with departmental heads in ensuring completion of quality departmental risk registers: prepare and maintain Company’s Risk Register, Key Business Risk profile, Risk Map;	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none">- Academic or professional background on risk management and/or insurance business- FRM or globally recognized risk qualification is a plus- English fluency: especially speaking and presentation <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none">- Innovative mind-set. Tech-savvy is highly welcomed- Knowledge and experience in enterprise risk management; internal control, corporate governance...- Excellent in interpersonal,

<ol style="list-style-type: none"> 7. Evaluate the adequacy of the company's internal control framework in addressing risks and accomplishing the company's goals and objectives; 8. Work with internal audit, Enterprise Risk management committee and Compliance committee in ensuring the identification and prioritization of risks and reporting of the same; 9. Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required; 10. Monitor and report on compliance with regulatory requirements in risk management; 11. Any other duty assigned by Management. <p>II. Information Security</p> <ol style="list-style-type: none"> 1. Develop and maintain Information Security Control Framework, including the annual Information Security key activities and/or initiatives; 2. Facilitate the liaison among related divisions/branches to remediate information security deficiencies and mitigating information risks at all areas of operation; 3. Promote information security awareness and practice via trainings and campaigns. <p>III. Business Continuity Management</p> <ol style="list-style-type: none"> 1. Develop and maintain Business Continuity Management Framework; 2. Develop and implement annual BCP key activities, including business impact analysis, scenarios response plan and drill testing; 3. Liaise with Incident Response Team (IRT) and Functional Response Team (FRT) in case of emergencies or incidents to ensure the continuity of business and operation. <p>IV. Cyber Security</p> <ol style="list-style-type: none"> 1. Develop the Cybersecurity Strategy and Roadmap for the Company; 2. Develop the Roadmap/Action Plans and Initiatives for Cybersecurity of the Company; 3. Co-operate with relevant departments to derive & maintain a holistic cybersecurity incident response plan; 4. Conduct training and enhance awareness on Cybersecurity to all staff. <p>RELATIONSHIPS:</p> <ol style="list-style-type: none"> 1. MSIG VN's internal Div/ Dept, Branches and Representative Offices 2. MSI Head Office 3. Regional Holding Company (RHC) 4. Professional consultants 5. Internal Auditors 6. Regulators <p>DECISION MAKING AUTHORITY: To understand and act within delegated authority by Deputy General Director.</p> <p>KEY PERFORMANCE INDICATORS:</p> <ol style="list-style-type: none"> 1. ERM embedded in all business areas 2. Reporting quality and timeliness 3. Information adequacy and completeness 4. Advisory quality and timeliness 	<p>presentation and communication skills</p> <ul style="list-style-type: none"> - Well understanding in Insurance industry is a plus; <p>EXPERIENCE:</p> <ul style="list-style-type: none"> - 8-10 year experience in internal control or risk management - Extensive knowledge and experience in corporate governance issues, related internal controls; - Understand the financial mechanics as well as the operations of the business <p>COMPETENCIES:</p> <ul style="list-style-type: none"> - Applying Technical knowledge - Being Ethical and Compliant - Collaborative Relationships - Communicating with impact - Customer Focus - Developing Self, Direct reports and Others - Driving Results - Managing Execution - Problem Solving - Building Effective Teams - Managerial Courage - 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 (telecommunication allowance, pocket allowance, special language allowance, risk surveyor duty allowance, hotline duty allowance...) 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 December 2018** to Email: recruit@vn.msig-asia.com

Attn.: Human Resources Division, **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.