



## 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:

### Executive (Risk surveyor) / Underwriting Division

Contract Status: Permanent

Report to: Deputy Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>PURPOSE:</b> Assist Deputy Manager in managing risk-engineering activities.</p> <p><b>CONTEXT:</b> Risk Engineering operation in MSIG Vietnam for all classes of insurance products.</p> <p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>• Customer satisfaction</li> <li>• Proper risk assessments</li> </ul> <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"> <li>• Identify hazardous operations and potential loss producing exposures and advise appropriate controls designed to minimize or eliminate the exposure;</li> <li>• Risk assessment for underwriting;</li> <li>• Monitor and follow up risk improvement recommendations;</li> <li>• Alert about unacceptable risks;</li> <li>• Development and presentation of training sessions for internal and external customers as needed; provide guidance/support to other risk surveyors when necessary;</li> <li>• Conduct periodical re-surveys at appropriate intervals;</li> <li>• Provide technical input on claims including the review of claims reports and site visits to identify areas for claims mitigation and recommendations for improvement based on current risk engineering practices, policies and lessons learned;</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University Graduation in technical.</li> <li>• Good at English.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge about chemical, civil construction, fire protection system; industrial safety. Knowledge about property and engineering insurance is preferable;</li> <li>• Understanding interview techniques;</li> <li>• Good communication skills (both written and oral);</li> <li>• Initiative, time management and ability to function both independently and as an integral member of the client service team.</li> </ul>

<ul style="list-style-type: none"> <li>• Co-operate with MSIG Holdings Asia and/or MSI Japan in cases of risk containing unusual features or which are exceptionally large or hazardous, which are beyond knowledge and experience or which needs additional consideration and advice;</li> <li>• Keep abreast of developments in surveying techniques, improved technologies in manufacturing processes, risk protections and other information relevant to the efficient performance of the job;</li> <li>• Execute other office work as required by the Company.</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>• External customers</li> <li>• Claims, Marketing, Underwriting</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>• To understand and act within delegated authority by direct manager</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>• Proper risk assessment for underwriting</li> <li>• Customer appreciation on loss prevention advice</li> <li>• Number of risks visits</li> <li>• Self-development</li> </ul>	<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Working experiences in technical or safety inspection work in construction sites, manufacturing plants.</li> <li>• 2 years of relevant experiences; experience in risk surveyor in insurance industry is preferred.</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Applying Technical knowledge</li> <li>• Being Ethical and Compliant</li> <li>• Collaborative Relationships</li> <li>• Communicating with impact</li> <li>• Customer Focus</li> <li>• Developing Self, Direct reports and Others</li> <li>• Driving Results</li> <li>• Managing Execution</li> <li>• Problem Solving</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 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](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 **15 January 2021** 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.**