



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:

Senior Executive (System Engineer) / IT Division

Contract Status: Permanent

Report to: 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"> Apply technical knowledge of cloud technology and infrastructure to develop and deploy hybrid/multi cloud solutions aligned with business objectives and security requirements. Develop and support to develop cloud infrastructure design, implementation plan and guidelines. Build and maintains auditing and reporting tools that provide information on the current and historical status of infrastructure. Perform infrastructure capacity planning to ensure cloud infrastructure is adequately scalable for anticipated growth. Co-operate with IT security to protect data asset in cloud computing Administrate MSIG Vietnam systems <p>CONTEXT:</p> <ul style="list-style-type: none"> IT Infrastructure which included Networks, Servers, Endpoints All Information system and applications used within MSIG Vietnam MSIG Vietnam IT PRG Cybersecurity Strategy and Framework E-commerce software provider <p>DIMENSIONS:</p> <ul style="list-style-type: none"> Execution of assigned tasks or project related work Service Standards, Process & Methods SLA and Service Quality IT Architecture and Security <p>KEY OUTPUTS:</p>	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> Bachelor Degree in IT engineering or related fields Preferred: Cloud certifications (Azure, Amazon Web Service, etc.) <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> Experience (preferred) in implementing cloud computing Knowledge of logical network design, server topology storage and virtualization technologies Operating Systems: Windows system administration (prefer). Database administrative experience (prefer) Cloud integration tools, processes and related technologies <p>EXPERIENCE:</p>

<ul style="list-style-type: none"> • Define business requirements: understand business needs, advise on new technologies to meet business objectives, define scope and feasibility of projects • Develop cloud solutions: Design cloud infrastructure components to cost savings, security, ease of use and reliability. Develop plans to ensure successful recovery of operating systems during disaster. Prepare detailed architectural and installation plans • Implement cloud solutions: Deploying, automating. Develop tools to deploy, manage, monitor and troubleshoot cloud-based systems on or on premises. • Maintain cloud solutions: maintaining and managing cloud-based production system, to ensure the availability, performance, scalability and security of productions systems. • Administrate MSIG Vietnam systems • Timely review/update/upgrade/reconfigure. • Additional task/roll from Manager. <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> • MSIG Vietnam IT team members and all staff • Work with Digital Business Dept. and E-commerce software provider • Work with MSIG Holdings Asia ICT Security • Technical consultants & Suppliers <p>DECISION MAKING AUTHORITY:</p> <ul style="list-style-type: none"> • To understand and act within authorities granted by IT Manager <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • Efficient Installation, Implementation, maintenance and user Support • Operation efficient program and cost saving. • Systems error rate & service level • User satisfaction 	<ul style="list-style-type: none"> • Cloud experience with using a broad range of cloud technology • Experience in IT Systems, network , infrastructure and/or application development is an advance <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
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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 **20 February 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.