

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 the following position:

Senior Executive / Planning & Risk Management Division (PRMD)

Contract Status: Permanent

Report to: Deputy General Manager

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>PURPOSE:</p> <p>To support Head of PRMD on Risk Management, Information Security (IS), Business Continuity Management (BCM), Cyber Security</p> <p>CONTEXT:</p> <ul style="list-style-type: none"> - Head Office - Regional Holding Company - MSIG Vietnam - All branches, representative offices and divisions <p>KEY OUTPUTS:</p> <p>I. Risk Management:</p> <ol style="list-style-type: none"> 1. Support in monitoring the Company’s Risk Management Framework, including Enterprise Risk Management; 2. Communicate Risk Management Guidelines to all the divisions; 3. Support in implementation of Enterprise Risk Management (ERM) system in particular with respect to the Own Risk and Solvency Assessment (ORSA) process; 4. Support in maintaining & updating the risk appetite framework; 5. Support in maintaining & updating the capital management plan; 6. Support in preparing the scenario analysis including stress testing, sensitivity analysis frameworks; 7. Consolidate and prepare the Risk Register, risk profile and Key Risk Indicators/Key Control Indicators frameworks; 8. Monitor and escalate emerging risks and urgent issues leading to changes in risk exposure; 9. Provide advices to risk owner on risk treatment; 10. Follow up risk mitigating actions with all divisions; 11. Support in risk culture promotion via education, training and knowledge 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Graduate on risk management or Finance & Banking or insurance or Auditing; • English fluency <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> • Good knowledge in risk & controls and corporate governance; • Understanding on insurance business and operation; • Excellent in interpersonal, presentation and communication skills; • Good data analytical skills.

<p>sharing.</p> <p>II. Information Security:</p> <ol style="list-style-type: none"> 1. Communicate Information Security Guidelines with all divisions; 2. Perform assessment on information security maturity; 3. Liaise with all divisions/branch(es)/representative offices to remediate information security deficiencies; 4. Provide consultation on aspects of information security based on best practices; 5. Analyse and escalate information security incidents and follow up the remediation actions; 6. Support in developing and implementing information security response plan; 7. Support in information security awareness and practice via trainings, campaigns and knowledge sharing. <p>III. Business Continuity Management:</p> <ol style="list-style-type: none"> 1. Support in preparing and facilitating Business Continuity Plan (BCP); 2. Coordinate with related divisions to conduct annual Business Impact Analysis to identify and re-assess business critical risks arising from severe interruption to update and confirm effective response plans; 3. Support in developing and implementing BCP scenarios and annual BCP Testing Plans throughout the Company. <p>IV. Cyber Security</p> <ol style="list-style-type: none"> 1. Support in developing and maintaining the Cyber Security framework; 2. Supporting in conducting Cyber Security tasks. <p>V. Secretary of ERM Committee, IS committee, BCM committee, Cyber security taskforce:</p> <ol style="list-style-type: none"> 1. Support in organizing Committee regular and ad hoc meetings; 2. Prepare materials for Committee discussions and prepare minutes for Committee meetings; 3. Prepare report on risk management, IS, BCP and Cyber Security matters to RHC and the Members' Council. <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> • MSIG Vietnam Division, Branches and Representative offices • Regional Holding Company • Professional Consultants • Internal Auditor <p>DECISION MAKING AUTHORITY:</p> <ul style="list-style-type: none"> • To act within delegated authority by Head of Planning & Risk Management <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • Reporting quality and timeliness • Information adequacy and completeness • Advisory quality and timeliness 	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience in any related areas (risk, compliance, audit, internal control, accounting & finance, professional advisory) is a plus. <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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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 **10 November 2017** 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.