

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 (System Management) / IT Division

Contract Status: Permanent

Report to: Senior Manager

Location: Hanoi

Brief description of the duties and responsibilities:

| NEED TO DO | NEED TO KNOW |
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| <p>PURPOSE:</p> <ul style="list-style-type: none"> Develop system to meet users’ requirement/ expectation, security and enterprise-class requirement. Provide IT optimized system and apply new technologies for businesses and operations of the whole Company and maximize operation efficiency program. Ensure IT system development and related projects to meet objectives and secure and smooth operation. Support IT management in setting up IT strategy, governance, controls, standards, processes and procedures. <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> <p>1- System Developer</p> <ul style="list-style-type: none"> Participate in and support capacity planning and the development of long-term strategic goals for systems and software in conjunction with end-users Conduct research on hardware, software, network, services and protocols in support system development. Plan, propose optimized and security configuration. Install and configure server system, network system, telephone system and software Plan, propose policies, procedures, and technologies to ensure system security. | <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> Graduate in IT at a well-known university (IT system major is preferable) English fluency. <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> High analytical skills Understanding essential concepts on insurance business and operation Good background on IT areas including system, security development and support services Good in interpersonal, presentation and communication skills <p>EXPERIENCE:</p> <ul style="list-style-type: none"> At least 4 years in IT system development/integrator and administration. |

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| <ul style="list-style-type: none"> • Measure the effectiveness and efficiency of existing systems; develop and implement strategies for improving of further leveraging business. • Update and maintain server, network, and multimedia system to keep them smoothly. • Anticipate, mitigate, identify, troubleshoot, and resolve problems on all IT systems. • Research and innovate the new technology and apply to IT system to maximize OEP. • Statistic information and data to compose IT reports, organize and prepare IT meetings. • Develop application as business application developer. <p>2- IT Quality Controller</p> <ul style="list-style-type: none"> • Be responsible for maintaining the quality and reliability of IT products and services. • Document IT system configuration/changes to keep configuration change management under control. • Compose users' manuals and procedures to maximize system exploitation for business. • Train IT courses for users. <p>3- Project coordinator</p> <ul style="list-style-type: none"> • Communicate with all parties involved in the project at every project's milestones. • Manage IT Project, including vendors. • Complete IT project within timeline and budget. <p>4- Others</p> <ul style="list-style-type: none"> • As per assigned by superiors and other office work as required by the Company <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> • Regional 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 IT Senior Manager. <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • IT System quality, security and number. • IT project timeliness and completeness. • Cost saving. | <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 **18 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.