



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 was 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.

We help consumers and businesses cope with risks to protect what they care about. We support individuals, communities and society to get back on their feet and minimize disruption to their daily lives during unforeseen circumstances. We offer a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, liability, engineering, and other classes of casualty business in the commercial insurance line, and home and contents, motor, personal accident and travel in the personal insurance offerings. From individual customers to commercial businesses, the range of insurance products, solutions and services are flexible in responding to challenges from evolving market conditions.

MSIG Vietnam is seeking to recruit a well-qualified Vietnamese citizen with competitive compensation and benefits for opening position:

Manager / Corporate Planning Division

Contract Status: Permanent Report to: Deputy General Manager Location: Hanoi or Hochiminh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>I. CORPORATE PLANNING</p> <ol style="list-style-type: none"> 1. Study and gain a deep understanding of the company’s annual planning cycle, budget setting, and forecasting processes, ensuring alignment with the mission and vision of the Group, Regional Office, and the company. 2. Conduct comprehensive market analysis, competitor research, and financial modeling to support the formulation of corporate strategy and informed decision-making. 3. Develop and manage the company's planning procedures, including planning models, and facilitate the communication and execution of short-term and mid-term business objectives and priorities. 4. Regularly review and update planning processes and procedures to ensure they remain efficient, effective, and aligned with business goals. 5. Continuously monitor the execution of the business plan, ensuring alignment with objectives by maintaining frequent and efficient communication with the senior management team, and report any deviations or discrepancies. 6. Prepare ad-hoc strategic reports and business cases providing actionable insights and recommendations. <p>II. PERFORMANCE MANAGEMENT</p> <ol style="list-style-type: none"> 1. Oversee the preparation, and analysis of monthly, quarterly, and annual financial management reports to senior management team. 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> - Bachelor’s degree in Business administration, Finance, or a related field. A master’s degree (MBA or equivalent) is a plus. - English proficiency <p>EXPERIENCE:</p> <ul style="list-style-type: none"> - Minimum of 4 years of proven experience in strategic planning, and financial reporting. - Experience in managing cross-functional teams and working closely with senior executives. - Experience in the insurance industry and knowledge of data management (including financial modelling) are preferred

<ol style="list-style-type: none"> 2. Collaborate with the finance and accounting team to ensure accurate financial data, for all financial management and analysis reports. 3. Provide insightful analysis of financial trends, variances, and key performance indicators (KPIs) to drive business performance improvements. 4. Assist in the development of financial models for business decision-making and cost management. 5. Strictly manage financial reporting deadlines from the Group, Regional Office, and the Company 6. Support the Head of Division in the preparation of board presentations, and other financial communications <p>III. BRANDING & COMMUNICATION</p> <ol style="list-style-type: none"> 1. Oversee the creation of marketing and communications materials, including digital content, press releases, and other external communications. 2. Collaborate with the marketing team to enhance brand visibility, ensure consistent messaging, and engage target audiences effectively. 3. Work with external agencies, vendors, and partners to support brand campaigns and public relations efforts. 	<p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> - Excellent analytical and problem-solving skills with the ability to translate data into actionable insights. - Strong project management skills. - Superior communication skills, both written and verbal, with the ability to communicate complex financial and strategic information to non-experts. - Advanced proficiency in Word, Microsoft Excel, PowerPoint, Power BI, and other financial analysis/reporting tools. - Strong attention to detail, organizational skills, and the ability to meet tight deadlines.
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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 **8th April 2025** 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.