

JOB POSTING TEMPLATE

Date: 2022

Function: Legal

Job title: Counsel

Manager title: General Counsel

Job purpose

The position is responsible for providing legal services and support to Sun Life Vietnam ("SLV" or "Company")

Major accountabilities

Legal Review:

- To be responsible for reviewing all documents/templates/forms arising out of the Company's operation: (i) Contracts/Agreements: T&C, master contracts for corporate clients, agency contracts, bancassurance contracts, commercial contracts, lease contract, general agency agreements, broker agreements, new partnership agreement, etc.; (ii) Marketing materials: brochure, leaflet, article, press release, etc; (iii) Promotion related documents: promotion registration/notification to the trade authorities; and (iv) Operating guidelines, processes and procedures, etc

Legal Advisory:

- Monitor all aspects of legal issues arising out of the Company's operation;
- Monitor regulatory changes across the insurance and related industry(ies); keep pace to the changes of law and other regulatory documents; prepare regulatory update for regulatory documents which have impact to the company's business since they are in the drafting phase and after being promulgated;
- Provide legal advice and opinion concerning individual clients, corporate clients and business partners;
- Participate from legal perspective in projects/initiatives initiated and run by RO upon assignment by GC;
- Collaborate with relevant departments and RO/Corporate in licensing

Litigation:

- Oversee litigation;
- Represent company in litigation if and when applicable;
- Cooperate with external lawyer on litigation cases and keep company's management updated with latest status of those court cases

- Perform such other works as the Line Manager may assign from time to time

Specialized knowledge

Skill

- Able to work independently whilst working in a team-setting environment
- Pro-active and a team-player
- Strong analytical abilities and good judgment
- Good interpersonal skills to work with various stakeholders
- Able to work under pressure
- Fluency in both spoken and written English with strong written skills
- Communicate effectively with people across the organization and regulators and ability to build cooperative relationships
- Deep knowledge of the regulatory environment in Vietnam
- Draft well-written contracts and legal documents

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- Excellent research skills

Education and experience

- A 4-year university degree. Lawyer practicing certificate is required.
- At least 5 years' work experience gained from a law firm and/or financial services company in legal or compliance.