

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date: <u>Aug 31st, 2023</u> Job title: <u>Manager, Bancassurance Compensation and reporting</u>	Function: <u>Bancassurance</u> Manager title: <u>Associate Director</u>
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Job purpose

Please provide a summary of the purpose and objective of the job.

Job holder is responsible for developing, implementing, maintaining, and managing the competitive compensation schemes that help Bancassurance attract and retain the good agents and partners; and in charge to provide the business performance analysis in order to ensure the effectiveness of Bancassurance Partnership

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

<ul style="list-style-type: none"> - Development and implementation of business performance analysis and compensation scheme design initiatives. - Work with senior management to develop and implement business performance metrics, income and incentive policy metrics and goals. - Analyze and interpret data to identify trends and opportunities for improvement. - Develop and implement compensation schemes that are fair, competitive, and aligned with the Bancassurance's business goals. - Post analysis the impact of contest/compensation scheme to improve the effectiveness for the following designs. - Manage contest budget to ensure within the expected spending and notify the potential spending to advise the prompt actions to achieve bancassurance strategy. 	80%
<p>Execute the updating and final result for contests:</p> <ul style="list-style-type: none"> - Create auto-update tools for certain types of contests and perform the updating as the schedule which requires the accuracy. - Perform the final result of contest and compare this one with finance team to ensure the accuracy of data. The final result has to release as the committed schedule. - Work with compensation team for payment process 	20%

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

- Database knowledge and skills (Excel, Access, SQL, Power BI, SAS, Oracle, ...): proficient level
- Critical thinking / Analytical skills: proficient level with knowledge about predictive modelling
- Communication skills: excellent, persuasive verbal and written communication in English and Vietnamese
- Collaboration Problem Solving: highly advanced level to solve problems that is more difficult and complex, with team work spirit and can work under pressure
- Agility / adaptability: be a pioneer for TDA (Technology-driven analytics) and apply TDA into works

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

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Problems faced is Difficult, sometimes Complex. Solving problem requires extensive business acumen, advanced analytical skills and consultation with relevant stakeholders.

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.

- University graduate, prioritize economics/finance/banking
- Advanced knowledge of Life Insurance and Business / Data Analytics.
- Fundamental knowledge of TDA.
- Minimum 3-5 years of experience in the relevant fields (Life Insurance, Finance, Banking, Business / Data Analytics, Strategic Planning, Predictive / Propensity Modelling)

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

- Motivated and ambitious
- Flexible and adaptable to change
- Innovative and willing to challenge status
- Self-starter
- Excellent communication skills with internal and external stakeholders
- Confidently and independently present insights and ideas to:
 - Support stakeholders for business decision making.
 - Build trust, interact closely to get their engagement and sharing about their needs, feedbacks and suggestions.
 - Influence to get their buy-in and commitment

Management scope

Total number of direct reports: 1

Total number of staff managed (direct and indirect): 1