

## JOB POSTING TEMPLATE

**Date:** 18 May 2022                      **Function:** Product Solutions  
**Job title:** Senior Analyst, Product Solutions                      **Manager title:** Senior Director, Product Solutions

### Job purpose

Implement initiatives to execute company’s product strategy by managing projects involving market research, product & services development/enhancement; facilitate product design process and product management initiatives and communicate with sponsors at different levels; input to policy development, procedure improvement, system & user experience enhancement.

### Major accountabilities

Manage own time to meet objectives, forecast and plan resource requirements for different activities in product projects (from product ideas to post-launch review) to ensure timely deliverables as planned for product launching and successful launch/performance of the initiatives.	50%
Interpret clients’ needs, assess requirements and participate in identifying solutions to non-standard requests. Use best practices and knowledge of internal/external business issues to improve products/services.	10%
Join cross-functional projects to execute department and company’s product strategy, co-ordinate or perform business requirements/system UAT for product projects and product-related initiatives. Provide product-related interpretive, advisory or other important support services for other functions in achieving results.	10%
Actively explore to understand product trend in the market and engage with Distribution to understand their needs; closely co-ordinate with Marketing to produce client-facing materials and sales/marketing materials to meet the needs of clients and Distribution; need to have input to procedure improvement, system enhancements to improve user experience, product features and benefits, add-on services.	15%
Pro-actively support Distribution in all channels.	10%
Prepare regular and ad-hoc reports for management as required in a timely manner and other tasks assigned by line manager.	5%

### Specialized knowledge

- MS Office: Word, Excel, PowerPoint and Project Management tools
- Require knowledge of Product Marketing process, how the Life & Health product works, how to run an effective product launch and promote for strong performance of the initiative.
- Sound understanding of Vietnam market products and skills in project management.
- Well adapt to new demands and changes in business environment.
- Identify opportunities for improvement or increase in efficiency.
- Responsible for working successfully with team.
- Escalate serious issues to line manager in a timely manner.
- Explain difficult issues and work to establish consensus.
- Understand and well implement OSL culture.
- English: good command in both writing and speaking.

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### Problem solving

- Problems are clearly defined.
- Require thinking within a well-defined frame of reference and toward specific objectives, in situations characterized by functional practices and precedents.
- Work entails differing situations requiring search for solutions within area of known things.
- Solid logical thinking, problem-solving, and analytical skills required.

### Education and experience

- University graduate.
- At least 4-7 years of experience in product development/marketing in life insurance.
- Completes LOMA 280, 290.

### Communication scope

- Ability to communicate effectively with others of product-related projects or other projects assigned.
- Frequent interaction with internal peers at same level and leaders one level higher.
- Infrequent interaction with external contacts for routine matters, such as the exchange of factual information.
- Ability to clearly and concisely express opinions, conclusions, recommendations and problem solving.

### Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0