

## JOB POSTING TEMPLATE

Date: 2021

Function: Legal

Job title: Senior Counsel

Manager title: General Counsel

### Job purpose

This role is focused on providing proactive, timely and risk-based legal solutions under the leadership of GC and in responding to request of the other functions of SLV.

### Major accountabilities

**1. Legal Services:** Provide high quality, cost effective, proactive and practical legal services and support GC in providing strategic advice to the CEO and other VNLT members of SLV in minimizing legal risks while achieving business objectives, including:

- Legal review: To be responsible for reviewing and/ or managing the review of all documents/ templates/ forms arising out of the Company's operation: (i) Contracts/ Agreements: T&C, master contracts for corporate clients, agency contracts, commercial contracts, leasing contract, general agency agreements, broker agreements, insurance partnership agreement, etc.; (ii) Marketing materials: brochure, leaflet, article, press release, etc.; and (iii) Operating guidelines, processes and procedures, etc.

- Legal Advisory: Facilitate appropriate legal and/or regulatory risk assessments and solutions as necessary, including for specific projects while conducting the followings:

- 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.

### 2. 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.

### 3. Company Secretary:

 Support the tasks of Company Secretary upon assignment by GC

- Oversee and manage company secretarial functions: arrange Members' Council (MC) meeting logistics and record all MC meeting Minutes;
- Collect all material documents for MC meeting, conduct preliminary check and suggest appropriate correction (if required) and timely provide them to all attendants prior to the meeting;
- Prepare resolutions, related documents and other documents for MC's approval.
- Collecting a list of matters arising from the previous meetings, send it to the persons concerned for completing actions prior to each MC meeting.

### 4. Other tasks:

 Performs such other work as the General Counsel may assign from time to time

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### 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 organisation and regulators and ability to build cooperative relationships
- Deep knowledge of the regulatory environment in Vietnam.
- Draft well-written contracts and legal documents
- Excellent research skills.

### Education and experience

- A 4-year university degree. Lawyer practicing certificate is required.
- At least 8 years' work experience gained from a law firm and/or financial services company in legal or compliance.