

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date:	June 04, 2026	Department:	Legal
Job title:	Associate Director, Government Relation & Legal	BU/Division:	Sun Life VN/Legal
GCF level:	6.2	Career track:	Professional

Job purpose

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

This role serves as a hybrid Government Relations and Legal advisor, acting as a key interface between the Company and regulatory authorities while providing legal support to business functions. The incumbent is responsible for managing regulatory submissions, approvals, inspections, maintaining strong relationships with regulators, delivering legal advisory and legal risk management support, and leading legislative and policy advocacy campaigns.

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.

I. Government Relations <ol style="list-style-type: none"> 1. Manage regulatory reporting and official correspondence with authorities (MOF, ISA and relevant agencies) 2. Lead and coordinate regulatory submissions and approvals (key managerial position appointments, product filings, capital changes, etc.) 3. Act as liaison during regulatory inspections and reviews and coordinate internal responses 4. Maintain relationships with regulators (MOF and others) and industry/stakeholder groups and support strategic outreach programs 5. Legislative & Policy Advocacy: including (i) Monitor, identify and prioritize key legislative developments impacting the business; (ii) Design and execute advocacy strategies to navigate policymaking processes; and (iii) Influence and shape regulatory outcomes through strategic stakeholder engagement 	65%
II. Legal <ol style="list-style-type: none"> 1. Provide legal advisory on regulatory, commercial, and operational matters to the Company's internal functions, including but not limited to Agency channel, Corporate Solution channel, Product Solution, IT and Digital, etc. 2. Interpret insurance regulations and applicable laws 3. Draft and review contracts, legal documentation, operating guidelines, processes and procedures, etc. to support Company's internal functions, including but not limited to Agency channel, Corporate Solution channel, Product Solution, IT and Digital, etc. 4. Identify legal risks and propose mitigation solutions 5. Support regulatory issues, disputes, and cross-functional initiatives 6. Other tasks as assigned by General Counsel 	30%
<i>Ensure all activities, decisions and deliverables comply with fair treatment of Clients principles, proactively identifying and mitigating risks of unfair client outcomes in line with Company conduct expectations.</i>	5%

Specialized knowledge and skills

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

- Regulatory and stakeholder management, including clear and effective communication
- Ability to operate under pressure
- Ability to learn complex regulatory issues quickly and simplify them for internal or public consumption
- Demonstrate the Curiosity to effectively leverage AI tools to enhance productivity, decision-making, and quality of outcomes within the role

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Sun Life Asia Job Evaluation Process

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.

- Legal issues are generally well defined with analysis and risk-based/best practices solution.
- Risk awareness and control mindset.
- Encounter variable situations requiring analytical, interpretative, evaluative and/or constructive thinking.
- Demonstrate strong accountability in problem solving by proactively identifying, owning, and resolving all issues within scope, regardless of formal task assignment

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.

- Bachelor's degree in Law (Master's degree is preferred)
- More than 8 years of relevant experience in legal, regulatory, and government relations roles, in which at least 4 years of experience in government relations.
- Strong knowledge of the Vietnamese legal framework, insurance regulations and policymaking processes
- Experience in regulatory engagement (with MOF is an advantage) and managing approval processes
- Fluent in English and Vietnamese

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.

- Frequently interact with regulators (at MOF and others) and IAV;
- Frequently interact with middle management, functional peer groups and/or clients;
- Occasionally interact with senior management and regional office;
- Communicate with internal teams and various management levels regarding specific phases of an operational or project;
- Understand and can explain connections between senior business goals and routine functions and transactions.

Management scope

Total number of direct reports: 0

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

Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

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Sun Life Asia Job Evaluation Process

Travel required (express as % of working time):