

Sun Life Vietnam Insurance Company Ltd

JOB DESCRIPTION

		Date	: 29 July 2026
Position Title	: Manager	Department	: Compliance
Band	: 5	Reporting Manager Title	: Chief Compliance Officer

Job Purpose In 2-3 sentences, please provide a summary of the purpose and objective of the job.

To implement Privacy and Regulatory Compliance Management programs and emerging AI governance activities at Sun Life Vietnam. The role helps identify, assess, monitor and report compliance-related risks, while providing practical support to business stakeholders to strengthen compliant and responsible operations.

Major Accountabilities

Identify 5-6 major accountabilities. Describe these accountabilities by what is to be accomplished, how and why. Include the approximate percentage of time spent on each accountability. Use action verbs to begin each statement. Avoid the use of acronyms.

1. Implement the Privacy Program ▪ Oversee the implementation of applicable privacy regulations, policies and guidelines across Sun Life Vietnam. ▪ Support privacy impact assessments for business, operational and digital initiatives involving the processing of personal information. ▪ Develop and deliver privacy training and awareness materials for management and employees. ▪ Track privacy incidents and support timely escalation, assessment and handling in accordance with company requirements. ▪ Conduct assigned privacy monitoring activities and provide practical advisory support on privacy-related matters. ▪ Prepare timely reports on privacy issues for local, regional and enterprise management.	40%
2. Implement the Regulatory Compliance Management Program ▪ Oversee regulatory compliance management processes, including regulatory change management and regulatory inventory maintenance in the governance, risk and compliance system or equivalent tools. ▪ Coordinate quarterly compliance attestations and related regulatory compliance management activities with business representatives. ▪ Monitor and support the implementation of applicable local laws, regulations,	40%

policies and guidelines to maintain strong regulatory compliance governance. ▪ Prepare and deliver compliance training and awareness materials for relevant staff, including support for Regulatory Compliance Management activities. ▪ Contribute to the identification, assessment, monitoring and reporting of compliance risks and issues. ▪ Prepare periodic reports and support timely escalation of compliance matters, incidents or breaches to management. ▪ Participate in local, regional and enterprise compliance projects, as assigned.	
3. Support AI Transformation and Responsible Use of AI in Compliance Activities ▪ Coordinate to identify opportunities to use approved artificial intelligence tools to enhance compliance processes, monitoring, analysis and reporting. ▪ Support the review of AI-related initiatives by identifying potential regulatory, privacy and operational risk considerations. ▪ Prepare materials, track action items and maintain documentation for AI governance, policy implementation and awareness activities. ▪ Support training, guidance and adoption of approved AI tools in line with company policies and responsible AI requirements.	20%

Performance Indicators (if necessary)

Finance Metrics (If relevant, describe type and amount (e.g. size of budget managed, revenue, etc.)

Not applicable.

Sales Metrics (If relevant, describe type and amount.)

Not applicable.

Specialized Knowledge/Skills Describe the level of technical/professional knowledge and key skills needed to successfully perform the work of the job.

Professional knowledge and skills:

- Good knowledge of local regulatory compliance and privacy requirements relevant to the insurance industry.
- Good analytical and organizational skills, with attention to detail and ability to manage multiple tasks.
- Ability to prepare clear reports, documentation and presentations for management and stakeholders.
- Effective communication and interpersonal skills to work collaboratively across functions.
- Practical project coordination skills and a continuous improvement mindset.
- Basic understanding of artificial intelligence concepts and ability to use approved AI tools responsibly to improve productivity and analysis.
- Strong working knowledge of Microsoft Office applications.

- Good communication skills in both Vietnamese and English.

Education and Experience indicate the minimum education and experience required to perform the work. Include specific professional designations, licenses, registrations, etc. required to perform the job.

- Bachelor's degree in law, accounting, auditing, finance or a related discipline.
- Minimum 5 years of relevant working experience in Compliance, Legal, Internal Audit, Risk Management or related control functions.
- Experience in the insurance or financial services industry is an advantage.
- Exposure to digital transformation, data analysis or AI-enabled working tools is a plus.