

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date:	<u>28 July 2026</u>	Department:	<u>A&P / Pricing</u>
Job title:	<u>Manager, Pricing</u>	BU/Division:	<u>Sun Life Vietnam</u>
GCF level:	<u>GCF 5.2</u>	Career track:	<u>Individual contributor</u>

Job purpose

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

- Lead pricing research, market analysis, and product innovation initiatives.
- Monitor market trends, competitor activities, and product performance to generate actionable insights.
- Oversee technical pricing, product development, and in-force profitability reviews.
- Partner with stakeholders to deliver product solutions, system enhancements, and UAT activities.
- Ensure timely completion of regulatory filings and business support requests.
- Drive process improvements, develop team capabilities, and support strategic initiatives.
- Provide leadership on ad-hoc projects and cross-functional assignments.

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.

Lead and support technical pricing of new and revamped products, including profitability modelling, product development support, regulatory filings and reports, and collaboration with Valuation, Product Management, OPIT and distribution channels.	40%
Perform product-related system UAT for the new proposal system, including leading UAT activities for moderately complex products with minor guidance from the manager.	15%
Support strategic initiatives by preparing profitability modelling, projections, presentations and other materials for key strategic business cases.	25%
Develop and enhance procedures, conduct research, make recommendations to the manager, and support ad-hoc requests from other departments as required.	10%
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.	10%

Specialized knowledge and skills

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

- Good knowledge of life insurance products, actuarial pricing principles, profitability metrics, product risks, and regulatory considerations relevant to product development and pricing, and its financial impact to the company.
- Understanding of inherent risks in different products.
- Excellent modelling skills and good command of Microsoft Office and actuarial software.
- Strong modelling capability, with good command of Microsoft Office and actuarial software; experience with automation, data analysis, or Python is an advantage.
- Coordinate and support product approval submissions with regulators and internal governance committees, ensuring compliance, documentation quality and timely approval.
- Good presentation and communication skills. Strong written and verbal communication skills in English and Vietnamese, with the ability to present technical pricing results clearly to both actuarial and non-actuarial stakeholders.
- Detail-oriented, strong team player, good time management and able to multi-task.
- Able to work independently and lead a small project when necessary.
- Able to provide technical knowledge/ sharing for the junior team members.
- Identify opportunities to improve productivity and control through automation, data analytics, artificial intelligence tools and process simplification.

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.

- Handle standardized and moderately complex pricing, product and system-related issues with manager's minor guidance.

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- Apply technical pricing knowledge, product risk understanding and analytical judgement to assess financial implications and inherent product risks.
- Coordinate with multiple stakeholders where product design, valuation, distribution needs, regulatory filing and system readiness are interdependent.
- Demonstrate strong accountability in problem solving by proactively identifying, owning and resolving 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.

- University graduate.
- Minimum 5 years of actuarial experience; pricing experience preferred.
- Minimum 5 actuarial exams passed.

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.

- **Internal:** Valuation, Product, Risk, Legal & Compliance, finance, OPIT and Senior Management team.
- **Distribution:** frequent communication to understand channel requirements and business needs.
- **Others:** reinsurers, ISA and industry vendors, interaction on an ad-hoc basis depending on product, system, filing and strategic initiative requirements.

Management scope

- Total number of direct reports: 0. No formal management responsibility but coaching and supervision of a junior team member may be required.
- Total number of staff managed (direct and indirect): 0.

Metrics (if applicable)

- Finance metrics (revenue, budget managed, etc.): Not specified in source JD.
- Sales metrics (type and amount): Not specified in source JD.
- Other metrics (specify): Quality and timeliness of pricing deliverables, accuracy of models and documentation, effective support for regulatory filing and product implementation, responsiveness to stakeholder requests, and contribution to process improvement, automation, and governance standards.
- Travel required (express as % of working time): Not specified in source JD.