

JOB DESCRIPTION

		Date	: Oct 18th 2019
Position Title	: Associate Manager/Manager, Bancassurance Training	Department	: Bancassurance Training
Band	: 5.1/5.2	Reporting Manager Title	: Associates Director, Bancassurance Training

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

This role is designed to take charge of managing and ensuring effective implementation including delivery of the training programmes to develop the salesforce & partner' skillset as business requirements. This role also require the coordination with sales team to update & implement changes in learning & development activities to adapt with business's direction.

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. Develop & effective deliver training programs to meet training needs of Bancassurance distribution channels, including training to insurance salesforce & partner's staff.
2. Ensure sufficient and effective delivery of training program to uplift skill set and knowledge to targeted audience.
3. Provide coaching for salesforce & partner's staff when required to supports them achieving goals.
4. Shared responsible for sales performance/ productivity of the assigned sales channel(s) and areas.
5. Support Leaders in assessing learning needs, training service performance, and program effectiveness for necessary adjustment:
 - Identify changes in learning needs & propose update training program
 - Record & analyse training records and statistics for training programs improvements
6. Ensure constant self-improvement, keep abreast of training development and competence practices, including legislation and market best practices.
7. Ensure training activities in respective zone to comply with the MOF's regulations and the company's internal compliance regulations.
8. Manage the training programs and activities in a cost effective manner. Monitor and control expenses closely within budget.

Performance Indicators (if necessary)

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

Training activities budget

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

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

- Training abilities in soft skills, sales related knowledge, product and technical knowledge.
- Preferable coaching skills.
- Ability to assess training gap and propose design training program to bridge the gap.
- Good knowledge on sales, Insurance, training methodology
- Good presentation, communication, and interpersonal skills
- Good organization and planning skills
- Fluent Vietnamese
- Familiar with Excel, Word, and Power Point
- Matured, self-confident
- Positive working attitude and able to influence others
- Ability to work under pressure and meet deadlines while working with ambiguity
- High resilience
- This role will required travel time at least 7 days/month

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.

- University graduated is required;
- Preferable having experience in Life Insurance & Bancassurance
- Should have experience in sales training management, preferably in life insurance.

Management Scope

0 Total number of direct reports

0 Total staff managed (direct and indirect)

Prepared By: Le Thi Lan Huong

Date: Oct 18th, 2019

Approved By: Nguyen Viet Dung

Date: _____