

JOB DESCRIPTION

	Date	:	24 October 2019
Position Title	:	Senior Counsel	Department : Legal
Band	:		Reporting Manager Title : General Counsel

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

The position is responsible for providing legal services and support to Sun Life Vietnam (“SLV”).

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. Legal Review
 - To be responsible for reviewing 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.
2. Legal Advisory
 - To be responsible for all aspects of legal issues arising out of the Company’s operation;
 - Monitor legal developments and determine legal influencing strategy;
 - Provide legal advice and opinion concerning individual clients and corporate clients;
 - Identify legal risks and provide solutions.
 - Collaborate with relevant departments and RO/Corporate in licensing.
3. 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.
4. Company Secretary
 - 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.
5. Other tasks
 - Performs such other work as the General Counsel may assign from time to time, such as administration of the Policy Approval Committee

Performance Indicators (if necessary)

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

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.

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
- Familiar with the regulatory environment in Vietnam.
- Spot issues relating to the group and flag the same to the General Counsel
- Draft well-written contracts and legal documents
- Excellent research skills.

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.

A 4-year university degree. A law degree is required.

At least 8 years' work experience gained from life insurance industry and/or a law firm/ financial services company in legal or compliance.

Management Scope

0 Total number of direct reports

0 Total staff managed (direct and indirect)

Prepared By: Jemilyn S. Camania

Date: _____

Approved By: _____

Date: _____