

JOB POSTING TEMPLATE

Date:	2020	Function:	Bancassurance
Job title:	Senior Manager, Bancassurance Initiatives	Manager title:	Associate Director, Bancassurance Planning, Administration and Support

Job purpose

- Planning, developing, launching and maintaining technology tools of Bancassurance
- Play role of Business Project Manager of IT projects that support for Bancassurance Channel
- Propose and execute the Change Management plan, working closely with all related departments to make sure all distribution platforms meet sales demands, work smoothly, and achieve adoption rate KPIs

Major accountabilities

1. Be responsible for projects in IT projects. Could work independently to make business case, manage budget, make project plan, prepare requirements, UAT, promote the product, manage the backlogs and prepare reports on these platforms.	30%
2. Be in charge of the communication and other kinds of activities to create the awareness, follow up change management and increase the adoption of new platforms	30%
3. Proactively work with Bank Partner, Sales team to understand the needs of the daily tasks and activities in order to provide effective tools and sufficient information for their business	20%
4. Coordinate with Business Analyst, IT, vendor and relevant depts. to prepare proposals as well as user requirements for the respective tools	10%
5. Other projects and tasks as assigned	10%

Specialized knowledge

- Project management with knowledge in technology (web, application)
- Business analyst to transfer needs of advisors to IT BA
- IT process for develop and promote new platforms, maintain platforms (production issue, enhancement)
- Manage project progress and timeline to make sure the delivery of the platforms on time and high quality
- Aware the risks in change management plan to have proper mitigation plan
- Could handle technical issue, define root cause and suggest suitable solutions

Education and experience

- Bachelor degree
- Business Analyst or Project Manager with knowledge in Technology (web, applications)
- Excel, Power Point, run adoption rate reports
- 4 to 7 years of experience including at least 2-3 years in Project Management/ BA (Digital platforms is preferable)

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Communication scope

- Communication and presentation skills

Cooperation:

- Understands the needs and requirements of the agency force and agency management to ensure the tools are effectively implemented and result in high adoption rate.
- Support sales effectively for issues related to system, platforms.

Influence:

- Work with relevant departments to ensure the plan is executed on schedule.

Management scope

Total number of direct reports:

Total number of staff managed (direct and indirect):

Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.): N/A

Sales metrics (type and amount): N/A

Other metrics (specify):

Travel required (express as % of working time): 20%