

JOB POSTING TEMPLATE

Date: _____ **Function:** Compliance
Job title: Senior Manager, Compliance **Manager title:** Director

Job purpose

To develop, implement and oversee the operating effectiveness of Regulatory Compliance Management, Financial Crimes and Privacy programs at Sun Life Vietnam. The job ultimate purpose is to detect, prevent and manage regulatory compliance and privacy related risks that may affect Sun Life Vietnam's business operations and reputation.

Major accountabilities

1.	Implement Regulatory Compliance Management (RCM) program at Sun Life Vietnam: <ul style="list-style-type: none"> • Assist management to implement local laws and regulations as well as RCM policies and guidelines to reasonably assure the regulatory compliance. • Design and make available compliance-related training and awareness for relevant staff, including training on RCM program activities. • Oversee the management's RCM activities, including the identification, measurement, management, monitoring and reporting of compliance risks. • Perform monitoring activities, provide independent effective challenges on managing compliance risks as appropriate. • Support management with regulatory change process and maintain adequate regulatory inventory in GRC system (Archer) or equivalent. • Coordinate with RCM representatives on quarterly compliance attestation and/or relevant RCM processes. • Participate key regulatory compliance management projects at local, Regional and Enterprise level. • Provide quality periodic report and escalation of regulatory compliance matters and incidents or breaches to Chief Compliance Officer, Leadership Team, Regional and Enterprise Compliance. 	30%
2.	Implement Privacy program at Sun Life Vietnam: <ul style="list-style-type: none"> • Assist management in implementation of privacy regulations and Privacy EOG/Guideline in Sun Life Vietnam. • Support management to perform Privacy Impact Assessment for business, operational and digital initiatives involving personal information processing. • Design and make available privacy training for management and employees. • Monitor privacy incidents and concerns escalation and handling process. • Perform monitoring activities, provide advice and support on privacy related matters. • Maintain and communicate to management and stakeholders with up-to-date privacy laws and regulations. 	30%
3.	Implement Financial Crimes program at Sun Life Vietnam: <ul style="list-style-type: none"> • Develop and implement Anti-Money Laundering/Anti-Terrorist Financing (AML/ATF) and Anti-Bribery & Anti-Corruption (ABAC) Operating Guidelines to support Management in identifying, assessing, and managing financial crimes risks in compliance with regulatory requirements and internal obligations. • Promote the development and delivery of training and educational programs related to AML/ATF and ABAC for the employees and advisors. • Provide guidance and advice on AML/ATF and ABAC regulatory developments. Maintain and communicate to the business stakeholders the up-to-date information on applicable AML/ATF and ABAC laws and regulations. • Perform review and monitoring to evaluate and provide reasonable assurance on the compliance with regulatory requirements and the effectiveness of AML/ATF and ABAC key controls. 	15%

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<ul style="list-style-type: none"> • Provide quality periodic reports and escalate material AML/ATF and ABAC matters to Chief Compliance Officer, Leadership Team, Regional and Enterprise Compliance • Maintain a process for filing all prescribed reports to the local authorities as may be required from time to time. 	
<p>4. Participate in business initiatives and new distribution partnership developments, as appropriate and provide constructive advice in Compliance perspective.</p>	15%
<p>5. Communicate and collaborate effectively with team members and cross-functional colleagues at all organizational levels. Build rapport with a variety of people to exchange ideas and knowledge and work effectively with stakeholders who have different perspectives and backgrounds.</p>	10%

Specialized knowledge

<p>Professional knowledge and skills:</p> <ul style="list-style-type: none"> • Strong knowledge of international and local Compliance related regulatory requirements and best practice. • Advanced skills in Compliance matter reporting. • Strong analytical skills, paying careful and particular attention to details. • Well-developed communication and interpersonal skills to effectively work with colleagues and stakeholders. • Advanced knowledge and skills in project management and people management. • Proactive problem-solving capability and possessing continuous improvement mindset. • Leverages quantitative and qualitative information to make recommendations and drive for results. • Excellent communication skills (listening, speaking, reading, and writing) in both Vietnamese and English. • Excel in working with MS Office (Word, Excel, PowerPoint, etc.).
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Education and experience

<ul style="list-style-type: none"> • Bachelor of Arts in Law, Accounting, Auditing, or Finance • Minimum 5 years of working experience in Compliance, Legal, Internal Audit or Risk Management • Insurance related certificate (LOMA AIRC) or Lawyer Practicing Certificate is a plus.
