# Job Description (Actuarial)

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| **Location** | Cambodia (DLKH) | **Expected Level** | Assistant Manager |
| **Group** | Actuarial | **Job Title** | Assistant Manager |
| **Report to** | Actuarial Manager/Appointed Actuary | **Salary** | TBD (per month) |

## POSITION SUMMARY

This job scope will involve monitoring and supporting of DLKH business plans, product development and pricing and supporting company projects and initiatives.

## PRINCIPAL RESPONSIBILITIES

| **Area of Responsibility** | **Key Activities/Elements**  |
| --- | --- |
| 1. Product Development and Implementation  | * + - * 1. Perform product development tasks, such as preparation and review of product documents and preparation for product submissions to the local regulator.
				2. Act as point of contact with local regulator for product-related matters.
				3. Support in overseeing product implementation process and be able to manage implementation tasks across functions.
				4. Support to set and implement product strategy/measures in collaboration with the related teams as well as RHQ.
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| 2. Product Pricing and Reinsurance | * + - * 1. Perform product pricing and review pricing of team members.
				2. Prepare and review set up of sales illustration tools.
				3. Enhance pricing models to improve pricing and governance of model, as needed
				4. Support to set up reinsurance arrangements for new or existing products.
				5. Review of reinsurance administration reports on a monthly basis.
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| 3. Experience Study and Business Plan  | * + - * 1. Perform assumption review and experience studies and analyses.
				2. Review team members’ experience studies.
				3. Support in business plan preparation tasks and process, as needed.
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| 4. Join/ Implement Group/Regional Initiatives | * + - * 1. Participate in group, regional and company projects and initiatives, as required.
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| 5. Others  | * + - * 1. Support team members in other actuarial processes, as needed.
				2. Be able to guide and support junior actuaries, as needed.
				3. Support other department functions, as needed.
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## POSITION SCOPE

Provide quantitative and qualitative information related to the position’s scope and job impact. If not applicable, indicate N/A.

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| --- | --- | --- |
| **Position has revenue generation accountability?**  | ■ No | □Yes -- low (under $1 million) □ Yes -- medium ($1 – $5 million) □ Yes -- high (over $5 million) |
| **Position has expense management accountability?** | ■ No | □ Yes, low (under $1 million) □ Yes, medium ($1 – $5 million) □ Yes, high (over $5 million) |
| **Position directly/indirectly supervises a staff?** (hiring, coaching, scheduling /delegating work, conducting performance reviews, and determining pay/promotions) | ■ Yes | ■ Yes, low (under 20 people) □ Yes, medium (20 – 99 people) □ Yes, high (100 people or more) |
| **Position manages a project or function** | ■ Yes □ No  |
| **Level of organization accountability over which the position operates:** |
| □ Company □ Function □ Group ■Team/working project □Individual job |
| **Level of direct supervision received:**  | □ Direct □ Moderate ■ Limited |
| **Primary internal and external contacts with whom position interacts, and purpose/nature of contact:*** + - * 1. Relevant departments such as CP, Finance, Risk Management as well as RHQ. (Exchanging information, discussion, direction, and approval)
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## KNOWLEDGE, SKILLS AND ABILITIES

 Indicate the education level, previous experience, specific knowledge, skills and abilities required to meet minimum requirements for this position.

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| --- | --- |
| Education level and/or relevant experience(s)  | * + - * 1. Bachelor's Degree in Actuarial, or financial/mathematics/any other related discipline.
				2. 4-8 years of in the field of life insurance in Asia Pacific countries.
				3. Product Development and Pricing Experience are preferred.
				4. Experience in managing Cambodian local regulator is preferred.
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| Knowledge and skills (general and technical)  | * + - * 1. Knowledge in rules and regulations / guidelines regarding life insurance actuarial practices
				2. Intermediate to Advance knowledge of Microsoft Excel is highly preferred.

Khmer speaker preferred. |
| **Other requirements** (licenses, certifications, specialized training, physical or mental abilities required) | * + - * 1. Demonstrate good actuarial exam progress.
				2. Based in Phnom Penh.
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