# Job Description (Actuarial)

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

## POSITION SUMMARY

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

## PRINCIPAL RESPONSIBILITIES

| **Area of Responsibility** | **Key Activities/Elements**  |
| --- | --- |
| 1. Reporting  | * + - * 1. Perform preparation and review of internal and regulatory reports.
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| 2. Model Governance | * + - * 1. Ensure continual enhancements to models to automate and optimise efficiency / accuracy to minimize manual processes/ errors and model run time.
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| 3. Experience Study and Business Plan  | * Perform preparation and review of experience analyses / studies as well as assumptions reviews and updates.
* Ensure all analyses / studies / methodology and assumptions reviews and updates are complete, accurate, consistent and use appropriate and/or commonly accepted methodologies.
* Ensure continual enhancements to experience studies for more granular / detailed analyses where there is statistically credible data available, as well as to improve consistency of approaches / methodologies used for different risk factors.
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| 4. Join/ Implement Group/Regional Initiatives | * + - * 1. Participate in group, regional and company projects and initiatives, as required.
				2. Involvement in IFRS17 implementation
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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. 4-5 years of in the field of life insurance in Asia Pacific countries.
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| Knowledge and skills (general and technical)  | * Good knowledge and use of Excel. (VBA knowledge is an advantage)
* Experience in using Prophet or other actuarial software. (coding experience in Prophet is an advantage)
* Able to communicate and work well across functions in the company.
* Able to work independently, keen to learn and willing to develop junior actuaries.
* Good knowledge and experience in related aspects of actuarial work in a life insurance company, such as financial reporting bases, profit signatures, valuation data and processes, actuarial and life policy admin systems, experience studies and strategic planning.
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| **Other requirements** (licenses, certifications, specialized training, physical or mental abilities required) | * + - * 1. Demonstrate good actuarial exam progress.
				2. Willing to either:

be based in Phnom Penh or travel to Phnom Penh on a regular basis (once the travel restrictions have eased). |