

Allianz General Lao (AGL), the leading insurance company in Laos, was established in 1990. AGL is a joint venture between the Ministry of Finance of Lao PDR (MoF) and Allianz SE, the world leading insurance and financial services provider. With over 25 years experience in Laos, the AGL enjoys a very good reputation among local and international customers. We provide friendly working environment, mixture of different culture and competitive salary. Now, we are looking for dynamic employee to join with us in Headquarter office in Vientiane as below position:

Field Compliance Officer (1 position)

Duty and Responsibility

- Record and follow up on receipt books and attestation;
- Create accounting ledger for agents;
- Strictly follow up AGL accounts receivable of agents clients;
- Investigate any allegation of fraudulent activity perpetuated by agents/sub-agents and/or staff;
- Investigate suspected violations of the company's ethical standards, code of conduct and applicable laws perpetuated by agents/sub-agents and/or staff;
- Provide guidance to agents/sub-agents and/or staff in response to ethical issues or general questions;
- Develop methods, measures and awareness to prevent potential fraud from occurring;
- Educate and train agents/sub-agents and appropriate staff on timely money transfer, reporting procedures and proper documentation;
- Create, maintain and update policies and procedures as needed or required;
- Prepare effective metrics, reports and related analyses to managers and other stakeholders;
- Work closely with departments to identify risk areas and implement appropriate policies as well as monitoring controls to mitigate the risk;
- Consistently seek ways to connect agents and their assistance to AGL culture, values and code of conduct.

Qualifications & Skills requirements:

- Knowledge of compliance, internal audit, or other risk related experience
- Advanced understanding of insurance products and industry
- Sound judgment with a high degree of personal integrity and ethics, especially maintaining the confidentiality of sensitive issues.
- Detail-oriented, self-motivated individual who feels comfortable with program creation, implementation, and adapting to change.
- Project management and/or risk assessment experience. Ability to think creatively, negotiate effectively and collaborate well in a team.
- Ability to research, analyze and translate findings into practical actions and solutions.
- Ability and confidence to communicate clearly and effectively with all stakeholders.
- English language – speaking, drafting, vetting and interpreting skills

AGL offers:

- **Competitive salary**
- **Great career progress opportunities**
- **Comprehensive on job training**
- **A friendly and supportive work environment**

**Only Laos Nationality is eligible to apply. Interested applicants meeting the above requirements should submit their resume including a recent photo in passport size with cover letter describing your suitability for the role, career aspiration and salary expectation, and copied certificates to AGL Human Resources Department.
Address: 33 Lane Xang Avenue, ANZ Bank, Vientiane Commercial Building, 2F P.O. Box 4223 Vientiane, Lao PDR,
Tel: (21) 215903, Ext: 215, Fax : (21) 215904
E-mail: recruitment@agl-allianz.com**