



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 29 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:

Head of Legal and Compliance (1 position)

Key Responsibilities:

Compliance:

- Ensure compliance with Allianz Group policies and guidelines, including anti money laundering, sanctions and embargoes and others.
- Oversight function of the Compliance Department and work with the Regional/Global Head of Compliance on all compliance related matters
- Collaborate with relevant section to brainstorm on the policies requirement to ensure that the policies are consistent with the local practice;
- Review the internal business processes regarding to the compliance and ethical standards;
- Pro-actively identify compliance risks and develop and implement appropriate policies and; programs to support a reduction or management of the risk;
- Closely collaborate to internal audit and Risk officer to monitoring and policy issuance;
- Monitor the compliance in the company according to the internal policies ;
- In cases where a fraud has been identified, have to act as Anti-Fraud Co-coordinator and investigate cases in line with directives provided and maintains detailed accurate records.
- Being the main contact to Group and Region Office regarding to compliance and legal and present to management for the requirements to local implementation;
- Responsible for the creating employee's awareness over the compliance's internal policies by organizing training yearly and quarterly accordingly the policies' requirement;;
- Conduct monthly, quarterly and yearly report to management, CEOs and Regional Compliance;
- Work with direct report, Field Compliance Officer.

Legal:

- Resolve legal disputes. Oversee the management of the Companies' litigation matters Review of customer facing materials from a legal perspective.
- Oversee contracts with distribution partners and suppliers and outsourcing partners.
- Draft/ Review legal documents and liaise with relevant parties thereon
- Manage and provide on the job-training to the legal team on matters assigned to them
- Being the Investigation team leader in order to ensure that the allegation and suspicion are followed and settled accordingly ;
- Jointly conduct the investigation to the suspicion and allegation with the investigation team leader;
- Conduct the report to the management, CEOs and Group level on the legal issues;

- Provide legal advice as required by employees;
- Responsible to draft contract for both the standard and non-standard contract , review contract and input some legal advices in the contract ;
- Collaborate to the regulation and authority to share the legal perspective and recent practice as required by the regulator;
- Update the regulations to the management once there is relevant regulations to the internal practice;
- Responsible to handle the litigations by preparing the suing documents, following up, collaborate to the authorities and report to the management on the progress;
- Give general legal advices to the departments and Management,
- Operations Management and Control-
- Governance and Controls

Key Requirements/Skills/Experience

- Master or Bachelor Degree in Laws; Or have “Lao Lawyer Qualification Certificate” ;
- At least 5 years professional experience in legal & compliance field;
- At least 3 years people management experience;
- Strong verbal and written communication skills in English;
- Extensive experience in managing and developing corporate legal and compliance strategies, preferably the Financial Services industry.
- Experience in insurance Legal & Compliance, ideally in a leadership position
- Experience in setting up contracts with distribution partners and other suppliers
- Strong convincing skill, interpersonal skill and influencing skill;
- Exceptional judgment- business acumen, insightful understanding the regulations and take actions.

AGL offers:

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

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.

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