

The Insurance Authority (IA) is the independent statutory body whose principal function is to regulate and supervise the Hong Kong insurance industry to promote its stable development and to protect existing and potential policy holders.

We are looking for talents who share the same vision to join us!

IA now invites applications for the following position:

Assistant Manager / Officer (Conduct Supervision) (2-year Contract)

Reporting to the Senior Manager / Manager, the incumbent will undertake the following:

Key Responsibilities

- Evaluate and monitor possible breaches of the Insurance Ordinance and the related legislation and regulatory requirements, and misconduct of insurers and insurance intermediaries.
- Review and analyze insurance market data and compile statistical reports.
- Monitor the compliance with the Continuing Professional Development (CPD) requirements by the insurance intermediaries.
- Liaise with relevant industry bodies to organize compulsory annual training sessions, compile training materials and/or eLearning training contents when necessary, etc.
- Conduct on-site inspection and off-site reviews of insurers and/or insurance intermediaries to assess their compliance with the relevant statutory and regulatory requirements and to evaluate their conduct risks and culture.
- Handle enquiries on insurers and insurance intermediaries' regulatory requirements from the public.
- Perform other duties as assigned by senior management to facilitate the administration and performance of the statutory functions of IA.

Requirements

- A bachelor's degree or professional qualification in insurance, accounting, finance, law or related disciplines.
- Minimum 3 years' relevant work experience in training, compliance or regulatory fields. Applicants with less than 3 years' relevant work experience may be considered for the Officer post.
- Knowledge of the local regulatory requirements, insurance products, industry practices and market dynamics of the insurance sector.
- Strong analytical, interpersonal and communication skills.
- Good command of Excel, Word, and PowerPoint.
- Good command of written English and Chinese.
- Self-motivated, independent, patient and able to work under pressure.

Remuneration Package

A competitive remuneration package commensurate with the successful candidate's experience and qualifications on a 2-year contract will be offered.

Application

Review of the applications will start as soon as possible and continue until the post is filled. Interested applicants may send a letter of application quoting the reference number in the heading, together with a full resume stating public examination results, as well as current and expected salaries by clicking "[Apply](#)".

The Insurance Authority is an equal opportunities employer. Applicants not invited for an interview within 2 months from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within IA. All applications will be handled in strict confidence and the information collected will only be used for recruitment purposes. All information on non-shortlisted applicants will be destroyed after 6 months from the close of applications

