

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 (Market Conduct – Disciplinary)

Reporting to the Senior Manager (Disciplinary) (Secretary to the Disciplinary Panel Pool) of the IA and Manager (Disciplinary), the Assistant Manager will undertake the following:

Key Responsibilities

- Assist the Secretariat to the IA's Disciplinary Panel ("DP") in the disciplinary process.
- Manage and handle cases through the disciplinary process efficiently with minimal supervision by supporting the constitution of each DP and assisting through to issuance of a disciplinary decision and beyond.
- Co-ordinate DP meetings and make all logistical arrangements, including service of documents, in relation to the disciplinary proceedings (including liaising with all parties).
- Collate and ensure case documents received are in order and liaise with case responsible officers if necessary.
- Prepare drafts of all core documents, bundles and correspondences related to any disciplinary cases.
- Provide administrative and secretarial support for and during DP meetings, including assistance in the setting up of and onsite IT support in tele/video-conferences.
- Communicate and answer queries made by parties in the disciplinary meetings and proceedings and throughout the disciplinary process.
- Arrange for translation (and check translation) of key disciplinary documents.
- Compile information and update relevant database for the Market Conduct division, and prepare presentation materials and other summaries thereof.
- Conduct legal research.
- 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 preferably in law or related disciplines.
- Minimum 3 years of relevant work experience in legal, disciplinary, compliance, enforcement, anti-money laundering and counter-terrorist financing (AML/CTF) or regulatory field will be an advantage.
- Experience in providing support in court/ disciplinary proceedings and litigation work will be an advantage.
- Knowledge of the local regulatory requirements, court/disciplinary procedures, administrative law, insurance products, industry practices and market dynamics relating to the insurance business, local AML/ CTF legal and regulatory requirements will be an advantage.
- Excellent drafting and research skills.
- Good command of tele-conference applications with sound knowledge in multi-media systems and equipment for video-conferencing.
- Proficiency in software applications (MS Word, Excel, PowerPoint, Adobe Acrobat, Teams, Zoom, Webex and Chinese word processing).
- A team player who is organized, analytical, meticulous, responsive, efficient and able to work under pressure with good interpersonal skills.
- Excellent command of written and spoken English and Chinese (Cantonese and Mandarin).

Remuneration Package

A competitive remuneration package commensurate with the successful candidates' experience and qualifications will be offered.

Application

Review of the applications will start as soon as possible and continue until **23 March 2023**, or 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 current and expected salaries and public examination results by clicking "[Apply Now](#)".

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 application.

