



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 (Conduct Supervision – Licensing)

Reporting to the Senior Manager (Conduct Supervision) and Manager (Conduct Supervision), the incumbent will undertake the following:

Key Responsibilities

- Provide support for processing licensing applications for insurance intermediaries and handling their fit and proper issues
- Maintain professional engagement with the applicants in the application process
- Support in developing a structured and sustainable work process and procedures to enable decision making
- Assist in the process of formulating and implementing appropriate policies or reforms
- Deal with enquiries from the general public
- Assist in maintaining the Insurance Intermediaries Connect/licensing system, liaising with IT and operational personnel (including external vendors) on continually improving the system.
- 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, risk management, legal, finance, accounting, business or related disciplines
- Minimum 3 years' relevant work experience in licensing, compliance, enforcement, audit, legal or regulatory field
- Sound knowledge of the supervisory / regulations of the Hong Kong insurance market
- Solid analytical skills and ability to evaluate business and financial issues
- Strong interpersonal and communication skills
- Strong command of written and spoken English and Chinese
- Self-motivated, independent, patient and able to work under pressure

Remuneration Package

A competitive remuneration package on either a permanent post or a 2-year contract will be offered depending on the candidate's background, experience and qualifications.

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 current and expected salaries as well as 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.

