	DIVISION	BOARD OF MANAGEMENT
	DEPARTMENT	


JOB DESCRIPTION
(Updated as of /03/2021)

1. ORGANIZATIONAL STRUCTURE			
Position	Chief Executive Officer	Job Code	
Report to	Direct Managers	BOD of PVIAM	
	Indirect Managers are Superiors	BOD of PVI – CEO of PVI	

2. JOB DESCRIPTION
<p>Manage all business activities and implement business plans of PVIAM, entrustment portfolios / investment funds managed by PVIAM, ensuring stable, sustainable and long-term development of PVIAM.</p>

3. DUTIES	
Description	Criteria for evaluating job performance
<ul style="list-style-type: none"> - Develop strategies, development direction and business plans of PVIAM; - Organize the implementation of strategies, business plans and investment plans of PVIAM and entrustment portfolios / investment funds managed by PVIAM; - Manage operational and investment activities of PVIAM and entrustment portfolios / investment funds managed by PVIAM; - Make investment and business decisions under the authority of the CEO in accordance with the strategies for the highest profits; analyze problems and provide solutions to ensure stability and development of PVIAM; - Direct the development and implementation of marketing plans to promote the brand of PVIAM on the market; - Effectively manage capital resources of the PVI system, take responsibility for the profits, development and growth direction of PVIAM and the entrustment portfolios / investment funds managed by PVIAM; 	<ul style="list-style-type: none"> - Ensure consistency between the strategy with short-term and long-term goals as well as the overall mission of PVIAM; - Completion rate of business targets; growth in revenue, profit; - Ability to control the financial capabilities of the company; - Preserve and increase the investment capital of PVI and other shareholders. - Growth rate of investment funds managed by PVIAM.



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<ul style="list-style-type: none"> - Research and develop new products to increase the value of investment capital, thereby increasing revenue for PVIAM; - Establish and maintain internal and external relationships related to the Company's business operations in order to create favorable conditions for business. 	
<ul style="list-style-type: none"> - Propose organizational structure plan; long-term and short-term human resource planning; participate in recruiting personnel; bonuses, incentives and penalties for the Company - Lead and motivate employees to promote a productive and efficient team; - Manage human resource, work quality to ensure the fulfillment of business plan objectives of PVIAM and the entrustment portfolios / investment funds managed by PVIAM. 	<ul style="list-style-type: none"> - The level of efficiency of the system; - Ability to attract and develop high-quality personnel.
<ul style="list-style-type: none"> - Responsible for developing and implementing the reporting system at the request of the State agencies and PVI; 	<ul style="list-style-type: none"> - Complete reports timely and accurately.
<ul style="list-style-type: none"> - Issue the company's standard of procedures; - Adjust regulations in the Company to ensure compliance with the law and ensure the business is in line with cultural and core values. 	<ul style="list-style-type: none"> - Ensure compliance with the development of the Company and PVI system in each period and compliance with current laws.
<ul style="list-style-type: none"> - Perform other duties assigned by the Board of Directors of PVI AM, the Board of Directors of PVI, and the CEO of PVI. 	<ul style="list-style-type: none"> - Perform the job fully, according to the assigned authority and deadline.

4. AUTHORITIES

- Manage daily business activities of PVIAM.
- Decide on issues related to daily business activities under the authority of the CEO.
- Organize the recruitment, appointment, dismissal, removal of PVIAM's managerial positions under the authority of the CEO.

5. RESPONSIBILITIES

- Responsible to PVI AM's Board of Directors, PVI's Board of Directors, and PVI's CEO for the implementation of the assigned roles, duties and responsibilities.



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6. REQUIREMENTS

General Requirements	- Fully meet the general requirements of the CEO of an Asset Management Company in accordance with the Enterprise Law and the Securities Law.														
Education and expertise	- University degree or higher. - Major: Finance - Banking, Business Administration, ... Priority: Having CFA or equivalent certificate or post-graduate certificate.														
Work Experience	- Manager and / or a company executive in the banking / finance / securities / asset management industry. - Experience in professional departments of companies in banking / finance / securities / asset management or finance / accounting / investment departments at other companies for at least 10 years. Other requirements: Experience and in-depth knowledge in the fields of securities, financial investment, banking, and debt instruments.														
Foreign language level	- Proficient in conversational English and English for finance. - Priority if multi-lingual: German. - Other foreign languages: Not required														
Computer proficiency	Proficient in Office (word, excel, powerpoint ...)														
License/ Certificate required	Fund Management Practicing Certificate and / or other certificates in accordance with the law on securities.														
Professions	List the required expertise: specialized knowledge about the stock market, corporate finance, investment.														
Knowledge of the Law	Minimum knowledge of Enterprise Law and Securities Law is required.														
Skills	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Leadership and Management</td> <td><input checked="" type="checkbox"/> Communication, Presentation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Strategic thinking</td> <td><input checked="" type="checkbox"/> Plan implementation and monitoring</td> </tr> <tr> <td><input checked="" type="checkbox"/> Decision making</td> <td><input checked="" type="checkbox"/> Negotiation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Lead meetings</td> <td><input checked="" type="checkbox"/> Improvisation and problem solving</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ability to influence</td> <td><input checked="" type="checkbox"/> Time management</td> </tr> <tr> <td><input checked="" type="checkbox"/> Delegate work and effectively empower</td> <td><input checked="" type="checkbox"/> Planning and analysing</td> </tr> <tr> <td><input checked="" type="checkbox"/> Developing human resources and successive team</td> <td><input checked="" type="checkbox"/> Interview, recruiting</td> </tr> </table>	<input checked="" type="checkbox"/> Leadership and Management	<input checked="" type="checkbox"/> Communication, Presentation	<input checked="" type="checkbox"/> Strategic thinking	<input checked="" type="checkbox"/> Plan implementation and monitoring	<input checked="" type="checkbox"/> Decision making	<input checked="" type="checkbox"/> Negotiation	<input checked="" type="checkbox"/> Lead meetings	<input checked="" type="checkbox"/> Improvisation and problem solving	<input checked="" type="checkbox"/> Ability to influence	<input checked="" type="checkbox"/> Time management	<input checked="" type="checkbox"/> Delegate work and effectively empower	<input checked="" type="checkbox"/> Planning and analysing	<input checked="" type="checkbox"/> Developing human resources and successive team	<input checked="" type="checkbox"/> Interview, recruiting
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Other requirements	<ul style="list-style-type: none"> - Knowledgeable about PVI and PVIAM - Working style and attitude: Professional, polite, assertive and have a high sense of responsibility; - Good health; - Professional business ethics; - Level of commitment: dedicated to work. - Commitment to work for a long time at PVI AM, at least 5 years.
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7. SALARY, BONUSES AND REMUNERATION BENEFITS

Salary	<ul style="list-style-type: none"> - Starting at grade 2/4 the title of CEO is VND 150 million/month. - Enjoy at least 15 months salary per year when completing business plan. - Consideration for salary rise according to PVIAM's salary scale if there are outstanding contributions to the company
Bonuses	According to regulations of PVIAM based on actual business results
Other remuneration	<ul style="list-style-type: none"> - Enjoy the health care insurance PVI Care - Enjoy voluntary pension insurance Sunlife - Enjoy the benefits of absence, annual vacation, outfits... - Other benefits of PVIAM and PVI.