



## **MANDATORY PROVIDENT FUND SCHEMES AUTHORITY (MPFA)**

The MPFA was set up in September 1998 under the Mandatory Provident Fund Schemes Ordinance (Cap. 485). Our mission is to regulate and supervise privately managed provident fund schemes; to educate the working population about saving for retirement and the role of the MPF System as one of the pillars supporting retirement living; and to lead improvements to provident fund schemes to make them more efficient and user-friendly, and better meet the needs of the working population.

Staff are our most valuable asset. We are looking for talents who are willing to adopt our core values in performing their work: Commitment, Quality, Teamwork and Community Perspective; and share our concern for the retirement protection of Hong Kong's workforce. Those who are interested in pursuing our mission and developing their careers in the MPFA are invited to join us.

### **Assistant Manager (External Affairs)**

**(Ref. 41/2019)**

#### **The Job**

- To assist the Manager and Senior Manager in planning and organizing media and communication programmes;
- To carry out project management work, including resources planning and staff supervision, independently;
- To prepare press materials such as speaking notes, line-to-take, press releases, powerpoint slides, articles, blog posts and other materials for dissemination to the media, stakeholders and the public;
- To monitor news, public opinions, LegCo meetings and stakeholders' views relevant to the MPF System and the MPFA and prepare daily press summaries;
- To handle media enquiries;
- To conduct researches, compile reports and maintain database; and
- To perform ad-hoc tasks and other duties as assigned.

#### **The Person**

- A recognized degree, preferably in Public Relations, Communications or Journalism, or equivalent;
- At least 6 years of relevant experience in corporate communications, publicity, public relations or media, preferably gained from sizable or public organizations; candidate with finance industry background will be an advantage;
- Good command of written and spoken English and Chinese;
- Good interpersonal, communication, analytical and presentation skills;
- Able to work independently and under tight deadlines, and willing to work overtime / outside office hours as and when necessary; and
- Mature, meticulous and a good team player.

#### **Remuneration Package**

A competitive remuneration and benefits package including a discretionary performance-linked variable pay, annual leave, medical, dental and life insurance coverage, and MPF will be offered. All new appointments will be made on a two-year fixed-term contract initially prior to consideration for appointment on a non-fixed-term basis.

#### **To Apply**

Interested candidates are invited to apply by sending full career details and application letter, quoting the job reference number, with information of current / expected remuneration, availability, to the email address [hrdmpfa@mpfa.org.hk](mailto:hrdmpfa@mpfa.org.hk) or the address below:

**Human Resources Department, MPFA  
Level 8, Tower 1, Kowloon Commerce Centre  
51 Kwai Cheong Road, Kwai Chung, Hong Kong**

The closing date for application is **8 May 2019** or **postmarked on 8 May 2019**. Applicants not invited for interview by the end of July 2019 may assume that their applications are unsuccessful and their applications will not be retained for more than two years. For enquiries, please email at [hrdmpfa@mpfa.org.hk](mailto:hrdmpfa@mpfa.org.hk).

The information provided will be kept confidential and only be used for those purposes relating to your application. Please visit our website for the details of the MPFA's Personal Information Collection Statement for Job Applicants at [http://www.mpfa.org.hk/eng/mpfa/join\\_us/job\\_opportunities/index.jsp](http://www.mpfa.org.hk/eng/mpfa/join_us/job_opportunities/index.jsp). The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.