



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 ensure the provision of retirement protection for Hong Kong's workforce through an effective and efficient system of prudential regulation and supervision of privately managed provident fund schemes.

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.

Technical Support Analyst

(Ref. 3/2012)

The Person

We are looking for an individual with strong analytical and problem solving skills. He/She should be mature, customer-oriented, able to work independently and a good team player.

The entry requirements for this job are:

- (i) a recognized degree in Computer Studies or Information Technology, or equivalent; AND five passes in subjects including Chinese Language, English Language (Syllabus B) (at least Level 2 from 2007 onwards for the language papers) and Mathematics in the HKCEE, or equivalent;
- (ii) at least 2 years' relevant experience in more than one of the following areas:
 - Solaris/AIX, Lotus Domino, Windows, SAS, WebSphere or other Java application server administration
 - Windows workstation, MS Office and Lotus Notes support
 - Oracle Database operation
 - Network security administration
 - LAN/WAN configuration, setup, implementation, upgrade and maintenanceProfessional certification in any of the above areas will be an advantage; and
- (iii) a good command of written and spoken English and Chinese.

The Job

Duties will include:

- (i) performing day-to-day system administration for LAN, WAN, Unix, Windows, storage, database, email, web and various IT systems;
- (ii) providing technical support for application development projects;
- (iii) compiling data/reports on IT infrastructure;
- (iv) implementing IT infrastructure projects;
- (v) implementing and maintaining IT security guidelines, procedures and controls;
- (vi) executing IT systems disaster recovery plan and procedures;
- (vii) performing system change control according to the configuration management guidelines;
- (viii) performing procurement activities for IT equipment, facilities, and services; and
- (ix) performing other duties as assigned.

Terms of Appointment and Remuneration Package

Terms of Appointment: The appointment will be made on a fixed-term contract for two years initially prior to consideration for appointment on a non-fixed-term basis.

Salary: We offer a competitive salary commensurate with the appointee's qualifications and relevant experience.

Fringe Benefits: Fringe benefits include discretionary performance-linked variable pay, annual leave, medical and dental benefits, insurance coverage (life, total permanent disability and personal accident) and MPF.

All Applicants to Note

1. Applicants may e-mail their detailed resume stating public examination results, current and expected salary to hrdmpfa@mpfa.org.hk. Please quote the position applied for and the bracketed reference on the application.
2. Applicants may also complete the MPFA application form with detailed resume and photocopies of all certificates/reference letters attached and send to:

**The Human Resources Department, MPFA
Level 16, International Commerce Centre,
1 Austin Road West, Kowloon, Hong Kong.**

The application form is obtainable from the MPFA's reception counter or by downloading it from the MPFA homepage (<http://www.mpfa.org.hk>) or by making a request by sending a stamped self-addressed

envelope to the above address.

3. The MPFA's office hours are from 8:45 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:45 p.m. on Mondays to Fridays. For enquiries, please call 2292 1027.
4. The deadline for application is **5:45 p.m. on 8 February 2012**, or **postmarked on 8 February 2012**.
5. Applicants not invited for interview by the end of May 2012 may assume that their applications have been unsuccessful and their applications will not be retained for more than 2 years.
6. The MPFA is an equal opportunities employer.