



## **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.

### **Officers in Enforcement Department**

**(Ref. 4/2012)**

#### **The Person**

We are looking for individuals with good communication, interpersonal and organizational skills. They should be mature, flexible, with good judgment and sensitivity, a good team player and able to work independently as well as under pressure.

The entry requirements for this job are:

- (i) a recognized degree from a university in the HKSAR, 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 of experience in trust business or management of pensions/retirement schemes, compliance, insurance, finance/investment, public administration and accounting/auditing field; and
- (iii) proficiency in using MS Office software including Excel, Word and Chinese Word Processing; and
- (iv) a good command of written and spoken English and Chinese.

#### **The Job**

The duties of the appointee will include the following:

- (i) assisting in inspecting business establishments relating to MPF matters;
- (ii) compiling inspection reports;
- (iii) assisting in compilation of default contribution records and filing of civil claims;
- (iv) contacting employers/employees related to MPF matters; and
- (v) performing other duties as assigned.

(Applicants who have already responded to our previous advertisement in November 2011 with reference number "67/2011" need not re-apply.)

#### **Terms of Appointment and Remuneration Package**

**Terms of Appointment:** The appointment will be made on a fixed-term contract for 2 years.

**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 must complete the MPFA application form 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 Human Resources Department, MPFA  
Level 16, International Commerce Centre,  
1 Austin Road West, Kowloon, Hong Kong.**

The completed application form may be delivered to the above address by hand or by post. Please quote the position applied for and the bracketed reference on the envelope. Application without a completed MPFA application form may not be considered.

2. Applicants must attach to the application form, a detailed resume together with photocopies of all certificates and/or transcripts of academic and professional qualifications (if any).
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 1195.
4. The deadline for application is **5:45 p.m. on 17 February 2012, or postmarked on 17 February 2012.**
5. Applicants not invited for interview by the end of April 2012 may assume that their applications have been unsuccessful and their application forms will not be retained for more than 2 years.
6. The MPFA is an equal opportunities employer.