



## **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 systems 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.

### **Temporary Legal Assistant (12-month Contract)**

**(Ref. ESP10/2020)**

#### **Job Summary**

Reporting to Legal Counsel, the appointee will perform legal researches and provide administrative support to senior staff of the Legal Department.

#### **The Job**

- To perform legal research;
- To file documents with Court, fix hearing dates and serve legal documents;
- To prepare legal documents, including documents relating to debt recovery and enforcement of judgments;
- To maintain and update information databases; and
- To provide secretarial and administrative support.

#### **The Person**

- Grade E/Level 2 or above in at least 5 subjects in HKCEE, including Chinese and English (Syllabus B), OR any combination of results in at least 5 HKDSEE subjects (including Level 2 or above in Chinese and English): Level 2 or above in New Senior Secondary subjects, "Attained" or above in Applied Learning Subjects, and Grade E or above in Other Language subjects, OR equivalent;
- A diploma preferably in legal studies;
- 2 years' relevant experience in civil litigation preferred;
- Good command of English and Chinese languages;
- Proficient in PC applications including MS Word, Excel, PowerPoint and Chinese word processing;
- Good communication and organization skills; and
- Mature, detail-minded and able to work independently.

Fresh graduates may also be considered.

#### **Remuneration Package**

We offer a competitive salary commensurate with the appointee's qualifications and relevant experience. The appointment will be made on a 12-month fixed-term contract.

#### **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 [hresp@mpfa.org.hk](mailto:hresp@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 **19 October 2020** or **postmarked on 19 October 2020**. Applicants not invited for interview by the end of January 2021 may assume that their applications are unsuccessful and their applications will not be retained for more than two years. For enquiries, please email at [hresp@mpfa.org.hk](mailto:hresp@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.