



## **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 Officer (Member Services and Administration) (12-month Contract) (Ref. ESP11/2020)**

#### **Job Summary**

Reporting to Assistant Manager / Senior Officer (Member Services and Administration), the appointee will assist in providing support in data management and administration functions of the Member Protection and Services Division.

#### **The Job**

- To provide support in developing and implementing digitalization initiatives for the operations of the division;
- To perform user acceptance test for system development and implementation;
- To provide support in preparing materials, compiling statistics and conducting data matching;
- To provide support in the enhancement / development of IT systems according to operational needs;
- To assist the Assistant Manager and Senior Officer in liaising with internal departments to support the daily operations; and
- To perform other duties as assigned by the Management

#### **The Person**

- A recognized degree, or equivalent;
- Preferably with two years of relevant experience in compliance, retirement / pension, customer service, law enforcement, investment, banking, public administration and accounting / auditing or related fields, preferably gained from the MPFA;
- Good command of written and spoken English and Chinese;
- Organized and customer-oriented, with good communication and interpersonal skills;
- Good judgment and sensitivity, able to work independently and under pressure; and
- Mature, flexible and a good team player.

Fresh graduates will 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.