



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 Senior Officer (Member Services and Administration) (12-month Contract) (Ref. ESP12/2020)

Job Summary

Reporting to Assistant Manager (Member Services and Administration), the appointee will assist in overseeing and supporting 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 and statistical analysis for system development and implementation;
- To provide support in preparing materials, compiling statistics, conducting data matching and liaising with internal departments to execute quality assurance programmes and initiatives;
- To assist in providing support and business requirements for the enhancement/ development of IT systems to facilitate the quality assurance and administration functions;
- To assist the Manager and Assistant Manager to supervise Officers and Administrative Assistants in the daily operations; and
- To perform other duties as assigned by the Management.

The Person

- A recognized degree, or equivalent;
- At least four years of experience in compliance, retirement/pension, customer service, law enforcement, investment, banking, public administration and accounting/auditing or related fields, of which at least two years should be at Officer level or above, preferably gained from the MPFA;
- Good interpersonal, communication and coordination skills;
- Good analytical and problem solving skills;
- Mature, independent, proactive and a good team player; and
- Strong sense of mission and able to work under pressure.

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 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.

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. The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.