



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 Assistant Manager (Member Services and Administration)

(12-month Contract)

(Ref. ESP13/2020)

Job Summary

Reporting to Manager (Member Services and Administration), the appointee will assist in overseeing and supporting data management and administration functions and provide support for digitalization of the operations 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 compile information or data for research purpose and preparation of the statistical and management reports;
- To liaise with trustees and the Enforcement Division for the provision of enforcement data and follow up issues with trustees;
- To assist in planning and implementing the enhancement of IT systems for the division;
- To supervise the Senior Officers, Officers and Administrative Assistants in daily operations; and
- To perform other duties as assigned by the Management.

The Person

- A recognized degree, or equivalent;
- At least six years of relevant experience in compliance, retirement/pension, law enforcement, public administration and accounting/auditing or related fields, of which at least three years should be at Senior 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.