



## **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 Manager (Member Services and Administration) (12-month Contract)**

**Ref. ESP14/2020**

#### **Job Summary**

Reporting to General Manager (Member Protection and Services), the appointee will be responsible for developing and implementing digitalization initiatives of the Member Protection and Services Division.

#### **The Job**

- To review the operations of the division to identify opportunities for digitalization to enhance operation efficiency;
- To oversee and manage the development and implementation of digitalization initiatives for the operations of the division;
- To assist in overhauling the division's IT systems (e.g. Enforcement Management System) and their linkage with the eMPF Platform;
- To plan and monitor system development including project scheduling, resource planning, data migration, user acceptance test and risk management, etc.;
- To assist in performing any other duties of MS&AD;
- To supervise, coach and develop staff of the team to meet organizational needs; and
- To perform other duties as assigned by the Management.

#### **The Person**

- A recognized degree, or equivalent;
- At least ten years of experience in trust business, management of pensions / retirement schemes, compliance, insurance, finance / investment, public administration or auditing field, of which at least four years should be at Manager level or above, preferably gained from MPFA;
- Strong interpersonal and communication skills;
- Strong analytical skill and can deal with people effectively;
- Strong leadership and people management skills;
- Able to work independently under pressure; and
- Mature, flexible, open-minded and good team player.

#### **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.