



## **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 Manager (Enforcement) (12-month Contract)**

**Ref. ESP16/2020**

#### **Job Summary**

Reporting to Senior Manager (Enforcement), the appointee will supervise the civil team, court order team and/or administration team of the Prosecution Department to implement the enforcement policies and strategies of the MPFA.

#### **The Job**

- To oversee the progress of civil claim and/or court order cases and their consequential enforcement actions;
- To assist in formulation of policies and strategies on debt recovery and prosecution to facilitate effective enforcement and meeting regulatory objectives in light of developments in law enforcement and the changing environment;
- To supervise and monitor the progress and recommend follow-up actions in relation to investigation and prosecution of non-compliance with MPFSO;
- To analyze investigation results and produce statistical information for management review;
- To oversee the operation of the administration, quality assurance and staff training & development matters for the Enforcement Division;
- To provide logistics support to the Enforcement Division on preparation of the regular monthly management reports and divisional plans, business contingency plan, departmental risk register and budget & manpower planning etc.;
- To assist in developing enforcement guidelines, operation instructions and procedural manuals;
- To supervise, coach and develop staff to meet organizational needs; and
- To perform other duties as assigned by the Management.

#### **The Person**

- A recognized degree or equivalent;
- At least eight years of relevant experience in law enforcement, criminal prosecution or litigation work, of which at least four years should be at Senior Officer level or above;
- Good command of written and spoken English and Chinese;
- Excellent communication and report writing skills, strong analytical skills; good interpersonal, leadership and people management skills; and
- Mature, flexible and able to work under pressure independently.

#### **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.