



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 (Enforcement) (12-month Contract)

Ref. ESP17/2020

Job Summary

Reporting to Manager (Enforcement), the appointee will assist in conducting case assessment, identifying suspected non-compliance with the MPF legislation and the Occupational Retirement Schemes Ordinance, conducting investigations into such non-compliance where appropriate and recommending appropriate enforcement action to be taken.

The Job

- To assist in conducting case assessment to identify possible non-compliance, including assessing complaints and information provided by relevant parties;
- To assist in conducting investigations into non-compliance;
- To prepare case reports and recommend appropriate enforcement action;
- To conduct statistical analysis and prepare management reports;
- To provide administrative support to the Division; and
- To perform other duties as assigned by the management.

The Person

- A recognized degree, preferably majoring in Economics, Finance, Accounting or equivalent;
- Preferably with two years of relevant experience in management of pensions/retirement schemes, compliance, law enforcement or public administration, preferably gained from sizable or public organisations;
- Good command of written and spoken English and Chinese;
- Proficiency in computer literacy including Microsoft Word, Excel and PowerPoint;
- Good interpersonal, communication, analytical and problem solving skills; and
- Mature, flexible, a good team player and able to work independently as well as under pressure.

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 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.