



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 schemes 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 (Supervision) (9-month Contract)

Ref. ESP18/2020

The Job

- To process applications for registration, de-registration and changes of information relating to MPF intermediaries;
- To handle annual fees and annual returns submitted by registered intermediaries;
- To monitor intermediaries' compliance with the registration requirements;
- To liaise with the external parties and other regulators in operation matters;
- To handle enquiries from applicants and registered intermediaries;
- To perform user acceptance testing for system development and enhancement;
- To assist in reviewing/refining operational procedures and manuals;
- To assist in preparing statistical and management reports; and
- To perform other duties as assigned.

The Person

- A recognized degree, preferably in Economics, Finance, Accounting, or equivalent;
- Good command of written and spoken English and Chinese;
- Good interpersonal, communication, analytical and problem solving skills; and
- 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 9-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.