



強制性公積金計劃管理局
MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

2023 Summer Internship Programme

We would like to invite full-time undergraduates to join our Summer Internship Programme (Programme). The Programme aims at providing tertiary students with opportunities to gain real-life work experience and to better understand the MPF System and the Mandatory Provident Fund Schemes Authority. The internship period in 2023 is from 14 June to 11 August.

We are looking for Summer Interns in the following business units:

- Corporate Services Division - Finance Department;
- Corporate Services Division - Human Resources Department;
- Enforcement Division - Complaints and Investigation Department;
- Member Protection and Services Division - Customer Services Department;
- Member Protection and Services Division - Member Claims and Investigation Department;
- Policy Development and Research Division - Policy Development Department;
- Product Regulation Division - Approval and Compliance Department;
- Product Regulation Division - Investment Regulation and Policy Department;
- Supervision Division - Intermediaries Section;
- Legal Department; and
- eMPF Platform Company Limited - Legal and Compliance Department

The Job

The main responsibilities of Summer Interns include:

- Supporting the operation of the designated business unit;
- Assisting in digitalization or other short-term projects;
- Providing administrative and clerical support;
- Conducting researches; and
- Performing record management.

The Person

- Full-time undergraduates, preferably majoring in Business Administration / Accountancy / Finance / Economics / Human Resources Management / Actuarial Science / Social Science / Social Work / Law / Public Policy / Public Administration;
- Good command of English and Chinese (spoken and written);
- Proficient in PC applications including MS Word, Excel and PowerPoint;
- A team player with good interpersonal skills; and
- With career interest in the public sector.

Key Dates

Application deadline: 10 April 2023

Interview selection: Mid-April to early May 2023

Appointment: May 2023

Onboarding: June to August 2023

To Apply

Interested candidates please send the completed application form ([link](#)) to the email address hrdmpfa@mpfa.org.hk. The closing date for application is **10 April 2023**. Applicants not invited for interview by the end of June 2023 may assume that their applications have been unsuccessful and their application forms will not be retained for more than two years. For enquiries, please email to hrdmpfa@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 <https://www.mpfa.org.hk/en/mpfa/joining-mpfa/job-vacancies/personal-information-collection-statement>. The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.