



## **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.

At MPFA, we take pride in our people and aim to provide a unique environment where talents could reach their potential and fulfil their career aspirations. We focus on enhancing retirement protection of Hong Kong people and living our core values – Community Perspective, Commitment, Quality and Teamwork. If you share these concerns and are keen to practise and promote creativity, collaboration, communication and agility, looking to gain broad perspective from businesses, eager to sharpen your leadership and professionalism, and put stakeholders at heart, this is the place for you.

### **Officer (Member Protection and Services) – Member Protection (Ref. 31/2024)**

#### **The Job**

- To conduct investigation into trustee reported default contribution cases;
- To assist in the compilation of default contribution records and filing of civil claims;
- To assist in the inspection of business establishments in relation to MPF matters; and
- To compile inspection reports.

#### **The Person**

- A recognized degree, or equivalent;
- At least two years of relevant experience in trust business or management of pensions/retirement schemes, compliance, insurance, finance/investment, public administration and accounting/auditing field, preferably gained in sizable or public organizations;
- Good command of written and spoken English and Chinese;
- Organized and customer-oriented, with good communication and interpersonal skills;
- Good judgment and sensitivity, able to work independently and under pressure; and
- Mature, flexible and a good team player.

(Candidates with less experience may be considered for the position of Temporary Officer.)

#### **Remuneration Package**

A competitive remuneration and benefits package including a discretionary performance-linked variable pay, annual leave, medical, dental and life insurance coverage, and MPF will be offered. All new appointments will be made on a two-year fixed-term contract initially prior to consideration for appointment on a non-fixed-term basis.

#### **To Apply**

Interested candidates are invited to submit an [online application](#). The closing date for application is **17 June 2024**. Applicants not contacted for follow up within 3 months after the closing date for application may assume that their applications unsuccessful. Applications not selected for further processing may be considered for relevant openings in the future but their applications will not be retained for more than a period of two years after the closing date. For enquiries, please email at [hrdmpfa@mpfa.org.hk](mailto: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.