



## 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.

### Senior Officer (Supervision)

(Ref. 55/2024)

#### 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;
- To maintain proper records management;
- To organize and coordinate logistics for regular / ad hoc activities including internal training sessions;
- To assist in coordinating with relevant divisions / departments for various reports and projects; and
- To perform other duties as assigned by the Management.

#### The Person

- A recognized degree, preferably in Economics, Finance, Accounting, or equivalent;
- Preferably at least four years of relevant experience in regulatory compliance, retirement schemes / pensions, banking, insurance or accounting / auditing, preferably gained from sizable or public organizations, with hands-on experience in records management, administration and data analysis;
- Good command of written and spoken English and Chinese;
- Able to exercise good judgement by analyzing all relevant issues logically;
- Capable of explaining ideas and thoughts in a clear and organized way;
- Flexible towards changes and able to work independently as well as under pressure; and
- Able to build and maintain good relationships with team members.

#### 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 apply via our [online application](#). The closing date for application is 2 August 2024. Applicants not contacted for follow-up within 3 months after the closing date for application may assume that their applications are not successful. Applications not selected for further processing may be considered for other 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>. MPFA and its subsidiary are equal opportunities employers and welcome applications from all qualified candidates.