



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 the 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.

Assistant Manager (Human Resources) – Compensation and Benefits (Ref. 43/2026)

The Job

- Assist in formulating and implementing HR strategies, policies and programmes with a focus on reward management;
- Work closely with IT Division and vendors on the implementation and enhancement of HR related systems; including but not limited to preparing system specifications and conducting user acceptance test;
- Manage daily operations in compensation and benefits, including full-set payroll processing, MPF scheme administration, taxation compliance, as well as review and streamline operation procedures to ensure accuracy and improve efficiency;
- Support the full performance management cycle and maintain the performance management system;
- Support compensation and benefits annual exercises, including annual salary adjustment, variable payment and payroll audit;
- Assist in the preparation of annual personal emolument budget and departmental budget, and monitor related expenditures;
- Keep abreast of HR best practices and market trends, participate in salary and benefits surveys and deliver insight reports; and
- Undertake ad-hoc projects and perform other duties as assigned.

The Person

- A recognized degree in Human Resources Management, or a related discipline;
- Minimum six years of relevant experience, with solid hands-on experience in compensation and benefits gained in sizable or public organizations, experience in HRIS implementation and enhancement is highly preferred;
- Good command of written and spoken English and Chinese;
- Strong analytical, organizational, problem-solving and project management skills;
- Proactive, adaptable, and open to change, with the ability to manage multiple priorities simultaneously;
- Passionate about new technologies and market trends, with the initiative to introduce new ideas and drive improvement; and
- Able to work independently and under tight timeline.

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 **8 June 2026**. 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 hrsearch@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 at <https://www.mpfa.org.hk/en/mpfa/joining-mpfa/job-vacancies/personal-information-collection-statement>. The MPFA and its subsidiary are equal opportunities employers and welcome applications from all qualified candidates.