



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 practice 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.

Temporary Translator (1-year contract)

(Ref. 62/2026)

The Job

- Provide translation, vetting and drafting services to support the major reform initiatives of the MPF System, the delivery of MPFA's key functions and the day-to-day operation of MPFA;
- Review and edit draft translations prepared by team members and other parties;
- Consolidate the input required for compilation of papers and regular reports to be submitted to internal and external parties, e.g. Management Board/ Committees/ Government/ Legislative Council by MPFA;
- Advise and handle colleagues' enquiries on language usage;
- Implement measures to uphold MPFA's written communication standards, such as compiling and updating writing aids and glossaries; and
- Perform administrative duties such as task forecasting, outsourcing translation tasks, and maintaining the Team's reference database and logbook, and record-keeping.

The Person

- A recognized degree, preferably in Translation or English/Chinese Language from a university in the HKSAR, or equivalent; AND met the language proficiency requirements of Level 4 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSE) or Grade C or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent;
- At least four years of experience in translating/editing documents related to retirement planning, policy making, supervision and enforcement, finance, investment, human resources, public administration or public relation, preferably gained from public organizations;
- Excellent command of written and spoken English and Chinese;
- Proficiency in using MS Office software including Word, Excel, PowerPoint and Chinese word processing, knowledge of and experience in using computer-aided and AI translation tools would be an advantage;
- Good analytical, interpersonal and communication skills;
- Proactive, detail-minded and committed to excellence; and
- Able to work independently and under pressure, meet strict deadlines and in collaboration with team members.

Remuneration Package

We offer a competitive salary commensurate with the appointee's qualifications and relevant experience.

To Apply

Interested candidates are invited to submit an [online application](#). The closing date for application is **29 July 2026**. 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.

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/mpfa/joining-mpfa/job-vacancies/personal-information-collection-statement>. The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.