



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.

Officer (Human Resources) – Compensation and Benefits

(Ref. 76/2026)

The Job

- Administer day-to-day compensation and benefits operations, including full-cycle payroll processing, MPF administration, tax-related filings and compliance, and performance process administration;
- Support annual compensation and benefits exercises, including benchmarking studies, and internal or external audits;
- Provide ongoing support for the maintenance and enhancement of HR systems; perform data validation, support User Acceptance Testing and assist with system upgrades and process improvements;
- Assist in the preparation and monitoring of the annual staff emoluments budget and departmental budget; track variances and provide data analysis and support; and
- Undertake ad-hoc projects and perform other duties as assigned.

The Person

- A recognized degree in Human Resources Management, or a related discipline;
- At least two years of experience in human resources management, preferably gained in sizable or public organizations;
- Good command of written and spoken English and Chinese;
- High accuracy with strong attention to detail; strong analytical, organizational, problem-solving skills;
- Self-motivated, able to own tasks and work independently; and
- Proactive, adaptable and open to change, manage multiple priorities and deliver under tight timelines.

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 **4 September 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.