



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.

Staff are our most valuable asset. We are looking for talents who are willing to adopt our core values in performing their work: Commitment, Quality, Teamwork and Community Perspective; and share our concern for the retirement protection of Hong Kong's workforce. Those who are interested in pursuing our mission and developing their careers in the MPFA are invited to join us.

Officer (External Affairs)

(Ref. 79/2018-PRPA)

The Job

- To assist in organizing publicity and public education programmes, public events and community relations activities;
- To compile data and statistical reports;
- To coordinate the publishing of MPF publications and the production of souvenir items;
- To assist in administering the MPFA website; and
- To perform other duties as assigned.

The Person

- A recognized degree, preferably in Public Relations, Communications, Journalism, Marketing or Finance, or equivalent;
- At least two years of relevant experience in publicity, public relations, public education or marketing such as event management, TV/radio programme production and development of printed materials, preferably with experience in investment and/or youth education and some exposure gained from sizable or public organizations;
- Experience in maintaining websites and proficiency in Putonghua are advantages;
- Good command of written and spoken English and Chinese;
- Good interpersonal, communication and analytical skills;
- Highly sensitive to public relations issues;
- Mature, conscientious, open-minded, flexible and a good team player; and
- Able to work independently and under pressure.

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 by sending full career details and application letter, quoting the job reference number, with information of current / expected remuneration, availability, to the email address hrdmpfa@mpfa.org.hk or the address below:

**Human Resources Department, MPFA
Level 8, Tower 1, Kowloon Commerce Centre
51 Kwai Cheong Road, Kwai Chung, Hong Kong**

The closing date for application is **16 November 2018** or **postmarked on 16 November 2018**. Applicants not invited for interview by the end of January 2019 may assume that their applications are unsuccessful and their applications will not be retained for more than two years. 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 http://www.mpfa.org.hk/eng/mpfa/join_us/job_opportunities/index.jsp. The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.