



## 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.

### Manager (Human Resources)

(Ref. 11/2022)

#### The Job

Reporting to Senior Manager (Human Resources), the appointee will assist in supervising a small human resources (HR) team. The appointee's major duties will include the following:

- To provide support in formulating, reviewing and implementing HR policies, programmes and procedures in respect of the HR functions to be assigned, such as staff relations and engagement, and staff code of conduct;
- To provide a full spectrum of human resources services to designated portfolios; and
- To participate in ad hoc human resources initiatives and projects.

#### The Person

- A recognized degree, preferably in human resources management, or equivalent;
- At least 8 years of relevant experience in human resources management, preferably with experience in staff engagement including staff welfare and recognition programmes, of which at least 4 years should be at supervisory level, preferably gained in sizable organizations / the public sector;
- Good command of written and spoken English and Chinese;
- Well versed with the Employment Ordinance and other related legislations;
- Good analytical, organization, problem-solving, project management and people management skills;
- Mature, flexible, customer-oriented and a good team player;
- Able to work under pressure; and
- Strong computer skills an advantage.

#### 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 [hrsearch@mpfa.org.hk](mailto:hrsearch@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 **17 February 2022** or **postmarked on 17 February 2022**. Applicants not invited for interview by the end of April 2022 may assume that their applications are unsuccessful and their applications will not be retained for more than two years. For enquiries, please email at [hrsearch@mpfa.org.hk](mailto: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 for Job Applicants at <https://www.mpfa.org.hk/en/mpfa/joining-mpfa/job-vacancies/personal-information-collection-statement>. The MPFA is an equal opportunities employer and welcomes applications from all qualified candidates.