



MANDATORY PROVIDENT FUND SCHEMES AUTHORITY (MPFA)

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 systems 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 MPFA are invited to join us.

Assistant Manager (External Affairs)

(Ref. 10/2017-PRPA)

The Job

- To assist in formulating and implementing publicity and public education strategies;
- To plan and implement publicity and public education programmes in partnership with various stakeholders;
- To produce public education collaterals, including copywriting, and sourcing and supervising vendors for production;
- To manage project-related administrative and operational duties; and
- To prepare management / statistical reports.

The Person

- A recognized degree, preferably in Public Relations, Communications, Journalism, Marketing or Finance, or equivalent;
- At least 6 years of relevant experience in publicity and public education, preferably gained from PR agencies, sizable or public organizations;
- Experience in investment and/or youth education will be preferred;
- Good command of written and spoken English and Chinese;
- Good interpersonal, communication, analytical and people management skills;
- Highly sensitive to public relations issues;
- Mature, conscientious, flexible, open-minded 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 a completed MPFA application form obtainable from the MPFA homepage (<http://www.mpfa.org.hk>), with job reference number quoted, and a detailed resume together with photocopies of all certificates and/or transcripts of academic and professional qualifications (if any) to the address below:

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

The information provided will be kept confidential and only be used for application processing. The closing date for application is **27 April 2017** or **postmarked on 27 April 2017**. Applicants not invited for interview by the end of June 2017 may assume that their applications are unsuccessful and their applications will not be retained for more than two years. For enquiries, please call 2292 1195. MPFA is an equal opportunities employer.