

**Mandatory Provident Fund Schemes Authority
Summer Internship Programme 2024**

(A) Nomination criteria:

- Maximum **10** nominations
- Full-time undergraduates, preferably majoring in Business Administration / Accountancy / Finance / Economics / Human Resources Management / Law / Public Policy / Public Administration
- Good command of spoken and written English and Chinese (Cantonese and Putonghua)
- Proficient in PC applications including MS Word, Excel and PowerPoint
- Video editing/graphic design knowledge is preferred
- A team player with good interpersonal skills
- With career interest in the public sector

(B) Other information about the job:

- Internship period: 17 June to 16 August 2024
- Working hours: 8:45am - 5:45pm (Mon - Fri)
- Working location: The Millennity, Ngau Tau Kok, Hong Kong

Company / Division / Department / Section	No. of vacancy	Major job duties	Preferred Programme(s) of Study
Corporate Services Division - Finance Department	2	- Assist in preparing accounting journals and filing payment records in a orderly manner; - Assist in updating records for input in Financial Information System and Travelling Expenses Claims System; - Assist in updating monthly financial & management reports; - Assist in daily receipt records, file, index and pack ORSO/INT/DC financial records; - Assist in Fixed Assets records maintenance; - Assist in record retention management and sample check for records due for disposal; - Perform other ad hoc duties as assigned.	Accountancy or Business Administration
Corporate Services Division - Human Resources Department	1	- Provide administrative and logistics support to recruitment exercises, training programmes, staff welfare and staff relation activities, and records management; - Assist in administering the Summer Internship Programme; and - Perform other ad hoc duties as assigned.	Human Resources Management
Corporate Services Division - General Administration Section	1	- Assist to conducting review on the General Administration Section on MPFA's intranet; and - Assist in drafting / preparing announcements / user guides;	-
Enforcement Division - Prosecution Department	1	- Assist in organizing the referral cases to Commercial Crime Bureau / Police; - Assist in preparing the statistical update / presentation of the referral cases of item 1; - Conducting search from website or different social media, e.g. FB, YouTube, to unearth any suspicious posts for anti-MPF scams purpose; - Assist in conducting research in respect of the legislations / policy approaches of other countries in anti-scams matters.	-
Enforcement Division - Complaints and Investigation Department	1	- Assist in conducting researches; - Assist in case filing; - Assist in preparing social media posts or enforcement alerts relating to scams; - Assist in verifying interview transcripts; - Assist in updating and maintaining databases on (i) disciplinary actions of intermediaries and other regulators; and (ii) enforcement actions against MPF trustees; - Assist in the preparation for Process Review Panel; - Perform any other duties as assigned.	Legal or Finance
Member Protection and Services Division	6	Investigation-related duties - Assist in screening the business status of selected targets and making requests for Business Registration search, Companies Registry search and liquidation search of selected targets; and - Conducting on-site checking with colleagues to check validity of defaulters' address. Administrative support - Providing support in divisional administration matters, such as records management, data inputting, clerical tasks such as preparing letter and other general administrative support; and - Assist in preparing training, educational talk and presentation materials (e.g. re-design PowerPoint, leaflet etc).	Business Administration or other related discipline
Policy and Regulation Division	1	- Conducting research on market data, local and overseas financial/pension/investment regulations, and pension systems and preliminarily identifying the differences with overseas regulations; and - Providing support in preparation of papers and presentation materials for deliberation for different occasions.	Accounting, Economics, Finance, Business Administration, or Law
Supervision Division - Intermediaries Section	3	- Assist in organizing training sessions/workshops for the industry; - Assist in conducting class visits of core CPD training activities (including the eMPF Training) and preparing related training reports; - Assist in conducting researches, updating and developing training materials for core CPD training activities; - Assist in a project to build an AI-generated image resource for MPFA staff (including develop AI-related training materials); - Assist in Data Transfer Project; - Assist in compilation of statistical reports for the monthly management reports; - Data input for application for registration, addition and cease of attachment; and - Providing administration support (e.g. assist in annual Record Disposal Exercise).	-
Total	16		