

Mandatory Provident Fund Schemes Authority
Summer Internship Programme 2025

- (A) Requirement:
- Full-time undergraduates, preferably majoring in Business Administration / Accountancy / Finance / Economics / Risk Management / Human Resources Management / Actuarial Science / Law / Statistics / Multimedia / Information Technology / Sustainable & Green
 - Good command of spoken and written English and Chinese (Cantonese and Putonghua)
 - Proficient in PC applications including MS Word, Excel and PowerPoint
 - Familiar with social media, video editing, website or graphic design knowledge is preferred
 - Strong research and analytical skills with help of tools (e.g. Bloomberg, Power BI etc.)
 - A team player with good interpersonal skills
 - With career interest in the public sector
- (B) Other information about the job:
- Internship period: 16 June to 15 August 2025
 - Working hours: 8:45am - 5:45pm (Mon - Fri)
 - Working location: The Millennity, Ngau Tau Kok, Hong Kong

Division / Department / Section	No. of vacancy	Major job duties	Preferred Programme(s) of Study
Corporate Services Division - Finance Department	3	- Assist in preparing accounting journals, payment processing and filing payment records in a orderly manner and for auditors' review; - 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; and - Provide administrative support includngs typing accounting documents, scanning documents into e-format, updating filing records, checking documents, etc.	Accountancy or Business Administration
Corporate Services Division - Human Resources Department	1	- Assist in recruitment exercises, training programmes, staff welfare and staff relation activities; - Assist in administering the Summer Internship Programme; and - Provide administrative support including records management	Human Resources Management
Enforcement Division - Prosecution Department	1	- Assist in formulating initiatives to combat online frauds and scams	Multimedia
Member Protection and Services Division	3	- Assist in screening the business status of untraceable targets and making requests for Business Registration search, Companies Registry search and liquidation search of selected targets; - Conduct on-site checking with colleagues to check validity of defaulters' address; - Enhance training materials (e.g. re-design PowerPoint, etc.); and - Provide administrative support including records management, data inputting and other general administrative support	-
Policy and Regulation Division - Investment Regulation and Policy Department	1	- Conduct research on market data, local and overseas financial/pension/investment regulations, and pension systems; - Peliminarily identify the differences with overseas regulations; and - Providing support in preparation of papers and presentation materials for deliberation for different occasions	Accounting, Acturial Science, Economics, Finance, Business Administration, or Law
Policy and Regulation Division - Research and Statistics Department	1	- Support exploration of visualization tools; and - Formulate ideas on presenting statistics in a user-friend manner	Accounting, Acturial Science, Economics, Finance, Business Administration, Statistics or Information technology
Supervision Division - Investment Compliance & Performance Section	1	- Monitor progress of implementation of MPF schemes' sustainable investing strategy and considering enhancements to existing requirements imposed on MPF schemes; - Conduct research on latest market and regulatory development on sustainability investing; - Provide support in organization and preparation of meetings/trainings related to sustainable investing; and - Provide administrative support	Accounting, Finance, Risk Management or Sustainable & Green Finance
Supervision Division - ORSO Schemes Section	2	- Provide administraion support including record management, data analysis and other ad hoc duties	-
Supervision Division - Intermediaries Section	2	- Assist in organizing training sessions/workshops for the industry; - Assist in conducting researches, updating and developing training materials for core CPD training activities; - Provide support to the "Portal for Application of MPF Intermediaries (PAM)" project; - Assist in compilation of statistical reports for the monthly management reports; - Data input and filing for application for registration, addition and cease of attachment; and - Provide administrative support (e.g. assist in annual Record Disposal Exercise)	-
Total	15		