



中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

教育主任（行政）

EDUCATION OFFICER (ADMINISTRATION)

教育主任（行政）職系同事心繫學生福祉，齊心推動各項教育措施，支援學校提供優質教育。歡迎加入我們的行列，一展你對推動香港優質教育的抱負。

With the well-being of students at heart, colleagues of Education Officer (Administration) endeavor to implement various education policies and assist schools in the provision of quality education. Join us and achieve your aspirations in pushing forward the quality education of Hong Kong.

有別於一般的學校行政工作，教育主任（行政）職系同事除了參與制定教育政策，為香港整體教育出謀獻策，亦會為個別學校的發展提供專業意見。他們日常工作的範疇甚廣，例如：建校、財務管理、學校支援、對外聯絡、資訊科技系統管理、教育研究、推行教育政策、執行香港教育相關的法例、教師專業培訓及監察教師專業操守等，工作既具挑戰性亦富有意義。教育局十分注重本職系同事的專業培訓，他們除可接受多元化的本地、內地及海外培訓，亦會透過定期的職位調配，了解局內不同組別的工作。若你能細心分析、耐心溝通、又能獨立工作及應對危機，就不要錯過加入教育主任（行政）職系的機會，為推動香港教育作出貢獻。

Distinctive from ordinary administration work in schools, colleagues of Education Officer (Administration) (EO(A)) not only contribute their wisdom to the formulation of education policies and overall education of Hong Kong, but also provide professional advice to individual schools on school development. Their daily work is challenging and meaningful involving a wide spectrum of areas, for example, school building, financial management, school support, external liaison, information technology system management, education research, implementation of education policies, enforcement of the laws related to education in Hong Kong, professional development of teachers and monitoring of teachers' professional conduct. The Education Bureau attaches great importance to the professional development of EO(A) colleagues. Apart from receiving diversified local, Mainland and overseas training, they could understand the work of different sections within the Bureau through regular posting. If you are capable of carrying out analysis with circumspection, communicating with patience, working independently and handling crisis, please don't miss the chance to strive for pushing forward the education of Hong Kong by joining the EO(A) grade.



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教育主任（行政）職系的主要職務

MAJOR DUTIES OF EDUCATION OFFICER (ADMINISTRATION) GRADE

- 1** 協助進行教育研究、檢討及政策規劃工作；
Assist in conducting education research and review, and policy planning;
- 2** 支援學校行政工作，並進行學校探訪及視學；
Provide support to school administration and conduct school visits and inspections;
- 3** 與校長聯絡，分享和建議學校的發展需要和方向，提供專業支援服務；
Liaise with school principals, share and make recommendations on school development needs and directions, and provide professional support services;
- 4** 與海外和內地的政府教育機構專業交流；
Engage in professional exchange with overseas and Mainland government bodies in education;
- 5** 視察學校，確保學校遵行有關的教育條例及教育規例；
Inspect schools to ensure schools' compliance with Education Ordinance and Education Regulations;
- 6** 管理各項建校計劃和批核學校大型設施維修；
Manage various school building projects and process major repair works in schools;
- 7** 處理學校註冊、法團校董會校董註冊；
Handle school registration and registration of Incorporated Management Committee managers;
- 8** 處理有關教師／教育專業人員的註冊、訓練及發展事宜；
Handle registration, training and development of teachers/education professionals;
- 9** 分配公營學校學位；以及
Allocate public sector school places; and
- 10** 發展教育資訊科技系統，協助學校管理行政工作。
Develop information technology systems in education to facilitate schools in managing administrative work.



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EDUCATION OFFICER (ADMINISTRATION)

招聘職級

RECRUITMENT RANK

職位 / 薪金 POST / SALARY	入職條件 ENTRY REQUIREMENTS
<p>助理教育主任 （行政） Assistant Education Officer (Administration)</p> <p>總薪級表 Master Pay Scale 第21點 至 第33點 Point 21 to Point 33</p> <p>薪金 Salary \$45,640 - \$79,135</p>	<div><div>1</div><div>持有香港頒授的學士學位，或具備同等學歷； a Hong Kong Bachelor's degree, or equivalent;</div></div> <div><div>2</div><div>持有香港專上教育機構頒授的教育證書，或具備同等學歷； a certificate in education from a Hong Kong tertiary education institution, or equivalent;</div></div> <div><div>3</div><div>在取得學士學位後，具備三年有關工作經驗； three years' relevant post-degree experience;</div></div> <div><div>4</div><div>符合語文能力要求，即在綜合招聘考試兩份語文試卷（中文運用及英文運用）取得「二級」成績，或具備同等成績；以及 met the language proficiency requirements of 'Level 2' results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE), or equivalent; and</div></div> <div><div>5</div><div>在《基本法及香港國安法》測試取得及格成績。 a pass result in the Basic Law and National Security Law Test.</div></div>

註：有關最新薪酬，請瀏覽公務員事務局網頁 (www.csb.gov.hk)。

Note: For the latest salary, please visit the website of Civil Service Bureau (www.csb.gov.hk).





教育主任（行政）

EDUCATION OFFICER

(ADMINISTRATION)

附帶福利

FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<div>助理教育主任 (行政) Assistant Education Officer (Administration)</div> <div>總薪級表 Master Pay Scale (MPS)</div> <div>第21點 至 第33點 Point 21 to Point 33</div> <div>薪金 Salary \$45,640 - \$79,135</div>	<div>有薪假期 PAID LEAVE</div> <div><div>• 例假（服務未滿10年：一年18日；服務滿10年：一年22日） （適用於2000年6月或之後入職人員） Vacation leave (18 days/year with less than 10 years' service; 22 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)</div><div>• 其他假期包括病假、分娩假、侍產假和進修假期 Other leaves including sick leave, maternity leave, paternity leave and study leave</div></div> <div>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</div> <div><div>• 政府醫療及牙科機構 Government medical and dental facilities</div><div>• 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21</div></div> <div>房屋福利 HOUSING BENEFITS</div> <div><div>• 總薪級表第22至33點並已連續服務至少3年的人員可享非實報實銷現金津貼 （按配額制度發放）：每月津貼\$5,850 – \$9,700 Eligible for Non-accountable Cash Allowance for MPS Point 22 to 33 and have completed at least three years of continuous service (subject to a quota system): Rate per month: \$5,850 – \$9,700</div><div>• 最多合共120個月 A maximum of 120 months</div></div> <div>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</div> <div><div>• 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service</div></div>
<div>教育主任（行政） Education Officer (Administration)</div> <div>總薪級表 Master Pay Scale (MPS)</div> <div>第34點 至 第44點 Point 34 to Point 44</div> <div>薪金 Salary \$79,930 - \$116,165</div>	<div>有薪假期 PAID LEAVE</div> <div><div>• 例假（服務未滿10年：一年18日；服務滿10年：一年22日） （適用於2000年6月或之後入職人員） Vacation leave (18 days/year with less than 10 years' service; 22 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)</div><div>• 其他假期包括病假、分娩假、侍產假和進修假期 Other leaves including sick leave, maternity leave, paternity leave and study leave</div></div> <div>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</div> <div><div>• 政府醫療及牙科機構 Government medical and dental facilities</div><div>• 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21</div></div> <div>房屋福利 HOUSING BENEFITS</div> <div><div>• 可享非實報實銷現金津貼：每月津貼\$20,020 – \$26,190（總薪級表第34至44B點） Eligible for Non-accountable Cash Allowance: Rate per month: \$20,020 – \$26,190 (MPS Point 34 to 44B)</div><div>• 最多合共120個月 A maximum of 120 months</div></div> <div>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</div> <div><div>• 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service</div></div>

上列附帶福利並未盡錄，其享用須符合現行《公務員事務規例》及相關指引的條款和條件。
The fringe benefits listed above are not exhaustive and are subject to the terms and conditions as stipulated in the prevailing Civil Service Regulations and related guidelines.



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EDUCATION OFFICER

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附帶福利

FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<div>高級教育主任 (行政) Senior Education Officer (Administration)</div> <div>總薪級表 Master Pay Scale (MPS)</div> <div>第45點 至 第49點 Point 45 to Point 49</div> <div>薪金 Salary \$123,980 - \$142,840</div>	<div>有薪假期 PAID LEAVE</div> <div><div>• 例假（服務未滿10年：一年18日；服務滿10年：一年22日） （適用於2000年6月或之後入職人員） Vacation leave (18 days/year with less than 10 years' service; 22 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)</div><div>• 其他假期包括病假、分娩假、侍產假和進修假期 Other leaves including sick leave, maternity leave, paternity leave and study leave</div></div> <div>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</div> <div><div>• 政府醫療及牙科機構 Government medical and dental facilities</div><div>• 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21</div></div> <div>房屋福利 HOUSING BENEFITS</div> <div><div>• 可享非實報實銷現金津貼：每月津貼\$36,960（總薪級表第45點至首長級薪級表第1點） Eligible for Non-accountable Cash Allowance: Rate per month: \$36,960 (MPS Point 45 to Directorate Pay Scale D1)</div><div>• 最多合共120個月 A maximum of 120 months</div></div> <div>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</div> <div><div>• 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service</div></div>

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職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<div>首席教育主任</div> <div>Principal Education Officer</div> <div>首長級薪級表</div> <div>Directorate Pay Scale</div> <div>第一點</div> <div>D1</div> <div>薪金</div> <div>Salary</div> <div>\$159,150 - \$174,200</div>	<div>有薪假期 PAID LEAVE</div> <div><div>• 例假（服務未滿10年：一年22日；服務滿10年：一年26日） （適用於2000年6月或之後入職人員） Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)</div><div>• 其他假期包括病假、分娩假、侍產假和進修假期 Other leaves including sick leave, maternity leave, paternity leave and study leave</div></div> <div>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</div> <div><div>• 政府醫療及牙科機構 Government medical and dental facilities</div><div>• 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21</div></div> <div>房屋福利 HOUSING BENEFITS</div> <div><div>• 可享非實報實銷現金津貼：每月津貼\$36,960（總薪級表第45點至首長級薪級表第1點） Eligible for Non-accountable Cash Allowance: Rate per month: \$36,960 (MPS Point 45 to Directorate Pay Scale D1)</div><div>• 最多合共120個月 A maximum of 120 months</div></div> <div>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</div> <div><div>• 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance</div><div>• 首長級薪級表第1至3點每個資格周期津貼\$20,820 Rates per eligibility period for Directorate Pay Scale D1 to D3: \$20,820</div></div> <div>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</div> <div><div>• 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service</div></div>

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附帶福利

FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<div>教育署助理署長</div> <div>Assistant Director</div> <div>of Education</div> <div>首長級薪級表</div> <div>Directorate</div> <div>Pay Scale</div> <div>第二點</div> <div>D2</div> <div>薪金</div> <div>Salary</div> <div>\$189,150 - \$206,700</div>	<div>有薪假期 PAID LEAVE</div> <div><div>• 例假（服務未滿10年：一年22日；服務滿10年：一年26日） （適用於2000年6月或之後入職人員） Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)</div><div>• 其他假期包括病假、分娩假、侍產假和進修假期 Other leaves including sick leave, maternity leave, paternity leave and study leave</div></div> <div>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</div> <div><div>• 政府醫療及牙科機構 Government medical and dental facilities</div><div>• 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21</div></div> <div>房屋福利 HOUSING BENEFITS</div> <div><div>• 可享非實報實銷現金津貼：每月津貼\$41,580（首長級薪級表第2至5點） Eligible for Non-accountable Cash Allowance: Rate per month: \$41,580 (Directorate Pay Scale D2 to D5)</div><div>• 最多合共120個月 A maximum of 120 months</div></div> <div>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</div> <div><div>• 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance</div><div>• 首長級薪級表第1至3點每個資格周期津貼\$20,820 Rates per eligibility period for Directorate Pay Scale D1 to D3: \$20,820</div></div> <div>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</div> <div><div>• 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service</div></div>

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職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<div>教育署</div> <div>高級助理署長</div> <div>Senior Assistant Director of Education</div> <div>首長級薪級表</div> <div>Directorate Pay Scale</div> <div>第三點</div> <div>D3</div> <div>薪金</div> <div>Salary</div> <div>\$219,850 - \$240,000</div>	<div>有薪假期 PAID LEAVE</div> <div><div>• 例假（服務未滿10年：一年22日；服務滿10年：一年26日） （適用於2000年6月或之後入職人員） Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)</div><div>• 其他假期包括病假、分娩假、侍產假和進修假期 Other leaves including sick leave, maternity leave, paternity leave and study leave</div></div> <div>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</div> <div><div>• 政府醫療及牙科機構 Government medical and dental facilities</div><div>• 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21</div></div> <div>房屋福利 HOUSING BENEFITS</div> <div><div>• 可享非實報實銷現金津貼：每月津貼\$41,580（首長級薪級表第2至5點） Eligible for Non-accountable Cash Allowance: Rate per month: \$41,580 (Directorate Pay Scale D2 to D5)</div><div>• 最多合共120個月 A maximum of 120 months</div></div> <div>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</div> <div><div>• 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance</div><div>• 首長級薪級表第1至3點每個資格周期津貼\$20,820 Rates per eligibility period for Directorate Pay Scale D1 to D3: \$20,820</div></div> <div>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</div> <div><div>• 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service</div></div>

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FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<div>教育署副署長 Deputy Director of Education</div> <div>首長級薪級表 Directorate Pay Scale 第四點 D4</div> <div>薪金 Salary \$249,500 - \$264,800</div>	<div>有薪假期 PAID LEAVE</div> <div><div>• 例假（服務未滿10年：一年22日；服務滿10年：一年26日） （適用於2000年6月或之後入職人員） Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)</div><div>• 其他假期包括病假、分娩假、侍產假和進修假期 Other leaves including sick leave, maternity leave, paternity leave and study leave</div></div> <div>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</div> <div><div>• 政府醫療及牙科機構 Government medical and dental facilities</div><div>• 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21</div></div> <div>房屋福利 HOUSING BENEFITS</div> <div><div>• 可享非實報實銷現金津貼：每月津貼\$41,580（首長級薪級表第2至5點） Eligible for Non-accountable Cash Allowance: Rate per month: \$41,580 (Directorate Pay Scale D2 to D5)</div><div>• 最多合共120個月 A maximum of 120 months</div></div> <div>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</div> <div><div>• 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance</div><div>• 首長級薪級表第4至6點每個資格周期津貼\$41,640 Rates per eligibility period for Directorate Pay Scale D4 to D6: \$41,640</div></div> <div>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</div> <div><div>• 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service</div></div>

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