

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 21 August 2026

Government Secondary and Primary Schools

Contract Period: up to 31 August 2027

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$19,270
2.	<u>General Clerk</u>	\$16,180
3.	<u>General Worker</u>	\$15,000
4.	<u>Part time Semi-skilled Worker</u>	\$78 per hour

Post : Teaching Assistant (Diploma Level)**Salary : \$19,270 per month (Contract Period: up to 31 August 2027)**

No	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
1		Sha Tin Government Secondary School	EDB/SRA/0475/26
CSB1		South Tuen Mun Government Secondary School	EDB/SRA/0479/26

Duties : (a) To assist teachers in handling non-teaching duties; (b) To assist in preparing teaching tools, materials and references; (c) To facilitate extra-curricular and students' activities; (d) To provide academic and counseling support for students; (e) To prepare data for school self-evaluation and external school review; (f) To conduct teaching-related analysis and survey; (g) To design webpage for teaching; (h) To provide support for students with special educational needs and handle related administrative work; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma from a Hong Kong tertiary educational institution, or equivalent; (b) Major in related subjects preferred; (c) A good command of both Chinese and English; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (e) Relevant working experience preferred; and (f) May be required to take trade test and/or written test.

Post : General Clerk**Salary : \$16,180 per month (Contract Period: up to 31 August 2027)**

No	<u>School</u>	<u>EDB Job No</u>
2	Ma Tau Chung Government Primary School (Hung Hom Bay)	EDB/SRA/0478/26

Duties : (a) To perform general clerical duties; (b) To handle student affairs, including data-input; (c) To assist teachers in arranging non-teaching activities; (d) To assist in supervising minor staff; (e) To answer enquiries from parents or members of the public; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completion of Secondary 5, or equivalent; (b) A good command of both Chinese and English, Level 2 (Note) or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent preferred; (c) Working experience in school preferred; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (e) May be required to take trade test and/or written test.

Post : General Worker**Salary : \$15,000 per month (Contract Period: up to 31 August 2027)**

No	<u>School</u>	<u>EDB Job No</u>
3	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0477/26

Duties : (a) To perform school cleaning and labourer duties; (b) To print, receive and dispatch of documents; (c) To assist in receiving visitors; (d) To receive calls and answer general telephone enquiries; (e) To perform outdoor duties; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completion of Primary 6 or above; (b) Able to communicate in Chinese and simple English; (c) Knowledge in gardening, maintenance of appliances and furniture preferred; (d) Relevant working experience preferred; and (e) May be required to take trade test.

Post : Part time Semi-skilled Worker**Salary : \$78 per hour (Contract Period: up to 31 August 2027)**

(Required to work not more than 16.5 hours per week)

No	School	EDB Job No
4	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0476/26

Duties : (a) To perform general duties in school workshop/laboratory; (b) To handle daily cleaning and maintenance work; (c) Work on shift or overtime may be required; and (d) Any other duties assigned by the school.

Entry Requirements : (a) Completion of Primary 6 or above; (b) Able to communicate in Chinese and simple English; (c) Knowledge in use and maintenance of workshop tools and general stationery equipment; (d) Working experience in school workshop/laboratory preferred; and (e) May be required to take trade test.

Notes :

For appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Closing date of application :

Posts (1), (3) and (CSB1) : 3 September 2026

Post (2) : 28 August 2026

Post (4) : 27 August 2026

How to apply :

You may obtain an application form [G.F. 340 (Rev. 7/2023)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<https://www.csb.gov.hk>). To apply, please send the completed application form to the email address listed below **on or before the closing date for application**. Please indicate the post you are applying for together with the corresponding EDB Job Number in the email subject, e.g. "Application for Administrative Assistant (EDB/SRA/001/26)".

Application submitted in paper form by post, by fax or in person is NOT ACCEPTED.

[For posts (3)-(4), applications by post are also accepted]

To apply, please send the completed application form to the address below on or before the closing date for application. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

Applicants who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their

applications are unsuccessful. For enquiries, please call the telephone number indicated.

Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>).

School Address, Email Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Ma Tau Chung Government Primary School (Hung Hom Bay)	3 Oi King Street, Hung Hom Bay, Kowloon	cicmtgps_hhb@edb.gov.hk	2363 8989
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	hlms_s_recruit@edb.gov.hk	2694 1414
Sha Tin Government Secondary School	11-17 Man Lai Road, Shatin, New Territories	stgss@edb.gov.hk	2691 4744
South Tuen Mun Government Secondary School	218 Wu Shan Road, Tuen Mun, New Territories	stmgss@edb.gov.hk	2404 5506
Tang Shiu Kin Victoria Government Secondary School	5 Oi Kwan Road, Wanchai, Hong Kong	tskvgss_hr@edb.gov.hk	2573 6962