

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 12 April 2024**

**Government Secondary and Primary Schools**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	<b>\$18,345</b>
2.	<a href="#"><u>Teaching Assistant (Matriculated)</u></a>	<b>\$16,685</b>
3.	<a href="#"><u>General Clerk</u></a>	<b>\$15,405</b>
4.	<a href="#"><u>General Worker</u></a>	<b>\$14,285</b>

**Post : Teaching Assistant (Diploma Level)****Salary : \$18,345 per month (Contract Period: up to 31 August 2024)**

<b>No</b>	<b><u>Related subject / discipline</u></b>	<b><u>School</u></b>	<b><u>EDB Job No</u></b>
1	English Language	NTHYK Tai Po District Secondary School	EDB/NTTPDSS/188/24
2		Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SEK(S)PS/193/24
3		Kwun Tong Government Primary School	EDB/KTGPS/196/24

**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.

**Remarks :****Post (2) : Contract Period : up to 15 July 2024.****Post : Teaching Assistant (Matriculated)****Salary : \$16,685 per month (Contract Period: up to 31 August 2024)**

<b>No</b>	<b><u>Related subject / discipline</u></b>	<b><u>School</u></b>	<b><u>EDB Job No</u></b>
4		Tseung Kwan O Government Primary School	EDB/TKOGPS/195/24

**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) (i) Level 3 (Note 1) or above in five subjects (may include Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 (Note 2) / Grade C or above in three other subjects (may include Chinese Language and English Language) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) Met the language proficiency requirements of Level 2 (Note 2) or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; (c) 1 year's relevant working experience in education field; (d) A good command of both Chinese and English; (e) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (f) May be required to take trade test and/or written test.

**Post : General Clerk****Salary : \$15,405 per month (Contract Period: up to 31 August 2024)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>CSB1</b>	<b>Jordan Road Government Primary School</b>	<b>EDB/JRGPS/174/24</b>

**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 2) 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 : \$14,285 per month (Contract Period: up to 31 August 2024)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>LD1</b>	<b>Shau Kei Wan Government Secondary School</b>	<b>EDB/SKWGSS/191/24</b>

**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.

**Notes :**

1. For appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.
2. 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 :**

**Post (1) : 24 April 2024**

**Posts (2)-(3), (CSB1) and (LD1) : 19 April 2024**

**Post (4) : 26 April 2024**

**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 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. 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>).

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.

**School Address and Enquiry Telephone :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Enquiry Telephone</u></b>
<b>Jordan Road Government Primary School</b>	<b>1B Nanking Street, Yaumatei, Kowloon</b>	<b>2332 4249</b>
<b>Kwun Tong Government Primary School</b>	<b>240 Ngau Tau Kok Road, Kwun Tong, Kowloon</b>	<b>2756 0762</b>
<b>Sir Ellis Kadoorie (Sookunpo) Primary School</b>	<b>9 Eastern Hospital Road, Causeway Bay, Hong Kong</b>	<b>2577 3489</b>
<b>Tseung Kwan O Government Primary School</b>	<b>Hau Tak Estate, Tseung Kwan O, New Territories</b>	<b>2701 2886</b>
<b>Shau Kei Wan Government Secondary School</b>	<b>42 Chai Wan Road, Shaukeiwan, Hong Kong</b>	<b>2560 3544</b>
<b>NTHYK Tai Po District Secondary School</b>	<b>Tai Yuen Estate, Tai Po, New Territories</b>	<b>2664 3032</b>