

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 18 September 2026

Government Primary Schools

Contract Period: up to 31 August 2027

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$19,270
2.	<u>Semi-skilled Worker</u>	\$15,240

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

No	Related subject / discipline	School	EDB Job No
1	English Language	Li Cheng Uk Government Primary School	EDB/SRA/0512/26

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.

Additional duties/entry requirements:

Post (1) : Fluent in English and Cantonese preferred; Proficiency in additional languages preferred, especially Urdu, Hindi or Nepal. Please specify the language fluency on the application form; To assist in conducting extra-curricular activities for students with special educational needs, including outdoor activities; To provide support for learning activities; To assist in counselling students with learning difficulties; To communicate with Non-Chinese speaking parents and students.

Post : Semi-skilled Worker**Salary : \$15,240 per month (Contract Period: up to 31 August 2027)**

No	School	EDB Job No
2	Tseung Kwan O Government Primary School	EDB/SRA/0513/26

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.

Closing date of application :**Post (1) : 24 September 2026****Post (2) : 25 September 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 post (2), 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>
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	lcugps_recruit@edb.gov.hk	2386 8049
Tseung Kwan O Government Primary School	Phase II, Hau Tak Estate, Tseung Kwan O, New Territories	tkogps@edb.gov.hk	2701 2886