

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 16 January 2026

Government Secondary and Primary Schools

Contract Period : up to 31 August 2026

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
2.	<u>General Clerk</u>	\$15,865
3.	<u>Technical Support Services Officer I</u>	\$18,230

Post : Teaching Assistant (Diploma Level)

Salary : \$18,895 per month (Contract Period: up to 31 August 2026)

No	Related subject / discipline	School	EDB Job No
1	Mathematics	Queen's College	EDB/QC/016/26
2	Special Educational Needs	Ma Tau Chung Government Primary School	EDB/MTCGPS/023/26
3	Information Technology	South Yuen Long Government Primary School	EDB/SYLGPS/025/26
4	Graphic Design and Video Editing	Kwun Tong Government Primary School	EDB/KTGPS/026/26
CSB1		Jordan Road Government Primary School	EDB/JRGPS/017/26

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 : \$15,865 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
5	Sham Shui Po Government Primary School	EDB/SSPGPS/024/26

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 : Technical Support Services Officer I

Salary : \$18,230 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
6	Sheung Shui Government Secondary School	EDB/SSGSS/021/26

Duties : (a) To support the use of computer hardware, software and network equipments including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (b) To support online learning platforms; (c) To support CloudSAMS and school intranet; (d) To design, develop and update school webpages; (e) To assist in promoting Information Technology education and operating audio-visual equipment; (f) Work on shift

or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completed Secondary 7 or completed Secondary 6 under the new academic structure or above, or equivalent; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) Familiar with common administration tasks for Windows server 2003/ 2008/ 2012/ 2016 or above; (d) Knowledge of network management, including: (i) network protocol (TCP/IP, Web service, etc); (ii) network equipment (firewalls, routers and switches, etc); (e) Relevant working experience in school preferred; (f) Good command of written Chinese and English, and fluent in Cantonese and English; and (g) May be required to take trade test and/or written 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) and (6): 30 January 2026

Posts (2) and (3): 29 January 2026

Posts (4) and (CSB1): 23 January 2026

Post (5): 22 January 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)".

School Address, Email Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Jordan Road Government Primary School	1B Nanking Street, Yaumatei, Kowloon	jrgps@edb.gov.hk	2332 4249
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Kwun Tong, Kowloon	ktgps@edb.gov.hk	2756 0762
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	sukisyhui@edb.gov.hk	2711 5548
Sham Shui Po Government Primary School	101 Sham Mong Road, Shamshuipo, Kowloon	sspgps@edb.gov.hk	2959 0555
South Yuen Long Government Primary School	No 21, Lam Hau Tsuen Road, Yuen Long, New Territories	sylgps@edb.gov.hk	2478 1230
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	cicqc@edb.gov.hk	2576 1992
Sheung Shui Government Secondary School	21 Pak Wo Road, Sheung Shui, New Territories	ssgss@edb.gov.hk	2668 0628