

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 25 October 2024

Government Secondary and Primary Schools

Contract Period : up to 31 August 2025

| | Post Title | Salary |
|----|-------------------------------------------------------------------|-----------------|
| 1. | <u>Information Technology Resources Assistant</u> | \$20,620 |
| 2. | <u>Teaching Assistant (Diploma Level)</u> | \$18,895 |
| 3. | <u>Teaching Assistant (Matriculated)</u> | \$17,185 |
| 4. | <u>Accounting Clerk</u> | \$19,455 |
| 5. | <u>General Clerk</u> | \$15,865 |
| 6. | <u>General Worker</u> | \$14,710 |

Post : Information Technology Resources Assistant**Salary : \$20,620 per month (Contract Period : up to 31 August 2025)**

| No | School | EDB Job No |
|-----------|-------------------------------|------------------------|
| 1 | Belilios Public School | EDB/SRA/0907/24 |

Duties : (a) To assist in managing and operating the computers and Information Technology (IT) facilities in school; (b) To liaise with related vendors for daily maintenance of IT facilities in school and handle related works; (c) To assist in production of slides/videos for teaching; (d) To design, develop and update the school webpages; (e) To support online learning platforms, Web-based School Administrative and Management System (WebSAMS) (CloudSAMS after upgrade) and school intranet; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent, majoring in Information Technology (IT) or related subjects preferred; (b) Relevant experience in computer operation and technical support; (c) A good command of both Chinese and English; (d) Familiar with the use of the computer network and software, such as Microsoft Office, Adobe, Dreamweaver and Flash, etc.; and (e) May be required to take trade test and/or written test.

Post : Teaching Assistant (Diploma Level)**Salary : \$18,895 per month (Contract Period : up to 31 August 2025)**

| No | Related subject / discipline | School | EDB Job No |
|-----------|---------------------------------------------------------|------------------------------------------------------------|------------------------|
| 2 | | Fanling Government Secondary School | EDB/SRA/0894/24 |
| 3 | Information Technology | King's College | EDB/SRA/0895/24 |
| 4 | Non-Chinese Speaking Students (Chinese Language) | Sir Ellis Kadoorie Secondary School (West Kowloon) | EDB/SRA/0898/24 |
| 5 | Special Educational Needs | Sha Tin Government Primary School | EDB/SRA/0899/24 |
| 6 | | Kwun Tong Government Primary School (Sau Ming Road) | EDB/SRA/0904/24 |

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.

Post : Teaching Assistant (Matriculated)**Salary : \$17,185 per month (Contract Period : up to 31 August 2025)**

| No | Related subject / discipline | School | EDB Job No |
|-----------|-------------------------------------|------------------------------------------|------------------------|
| 7 | Campus TV | Sha Tin Government Primary School | EDB/SRA/0900/24 |

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.

Additional duties/entry requirements:

Post (7) : To provide technical support for School Campus TV Station; To assist in setting up, operating and maintaining the School Campus TV Station equipment; To perform outdoor and indoor video recording and post-production.

Post : Accounting Clerk

Salary : \$19,455 per month (Contract Period : up to 31 August 2025)

| No | School | EDB Job No |
|-----------|-----------------------------------------------|------------------------|
| 8 | Sham Shui Po Government Primary School | EDB/SRA/0901/24 |
| 9 | Belilios Public School | EDB/SRA/0908/24 |

Duties : (a) To handle school accounting and financial duties; (b) To manage the school accounts and financial records; (c) To be responsible for inventory and procurement; (d) Work on shift or overtime may be required; and (e) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma in Accounting or related subject from a Hong Kong tertiary educational institution, or equivalent; (b) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (c) Working experience in school preferred; and (d) 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 2025)

| No | School | EDB Job No |
|-----------|-------------------------------|------------------------|
| 10 | Li Sing Primary School | EDB/SRA/0896/24 |

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 : \$14,710 per month (Contract Period : up to 31 August 2025)

| No | School | EDB Job No |
|-----------|-----------------------------------------------------|-------------------|
| 11 | North Point Government Primary School | EDB/SRA/0902/24 |
| 12 | Aldrich Bay Government Primary School | EDB/SRA/0903/24 |
| 13 | Kwun Tong Government Primary School (Sau Ming Road) | EDB/SRA/0905/24 |
| LD1 | Tin Shui Wai Government Secondary School | EDB/SRA/0897/24 |
| LD2 | Hotung Secondary School | EDB/SRA/0906/24 |

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 :

Posts (1), (5), (7), (9) and (LD2) : 7 November 2024

Posts (2), (4), (8), (12) and (LD1) : 1 November 2024

Posts (3), (6), (10)-(11) and (13) : 8 November 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 :

| <u>School</u> | <u>Address</u> | <u>Enquiry Telephone</u> |
|------------------------------------------------------------|---------------------------------------------------------------|---------------------------------|
| Aldrich Bay Government Primary School | 1 Oi Lai Street, Shau Kei Wan, Hong Kong | 2561 1118 |
| Kwun Tong Government Primary School (Sau Ming Road) | 130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon | 2709 2220 |
| Li Sing Primary School | 119 High Street, Sai Ying Pun, Hong Kong | 2540 8966 |
| North Point Government Primary School | 888 King's Road, Quarry Bay, Hong Kong | 2561 7130 |
| Sham Shui Po Government Primary School | 101 Sham Mong Road, Sham Shui Po, Kowloon | 2959 0555 |
| Sha Tin Government Primary School | Sun Tin Wai Estate, Sha Tin, New Territories | 2604 9867 |
| Belilios Public School | 51 Tin Hau Temple Road, North Point, Hong Kong | 2571 8018 |
| Fanling Government Secondary School | 27 Yat Ming Road, Fanling, New Territories | 2677 6778 |
| Hotung Secondary School | 1 Ka Ning Path, Causeway Bay, Hong Kong | 2577 5433 |
| King's College | 63A Bonham Road, Hong Kong | 2547 0310 |
| Sir Ellis Kadoorie Secondary School (West Kowloon) | 22 Hoi Fan Road, Tai Kok Tsui, Kowloon | 2576 1871 |
| Tin Shui Wai Government Secondary School | Phase II Tin Yiu Estate, Tin Shui Wai, New Territories | 2445 0967 |