

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 9 October 2026

Government Secondary and Primary Schools

Contract Period: up to 31 August 2027

	Post Title	Salary
1.	<u>Education Research Assistant</u>	\$21,030
2.	<u>Teaching Assistant (Diploma Level)</u>	\$19,270
3.	<u>General Worker</u>	\$15,000

Post : Education Research Assistant**Salary : \$21,030 per month (Contract Period: up to 31 August 2027)**

No	School	EDB Job No
CSB1	Farm Road Government Primary School	EDB/SRA/0523/26

Duties : (a) To assist in data collection and analysis to support the school development projects; (b) To assist in administrative duties on teaching and learning and curriculum research; (c) To assist in production of slides/videos for teaching; (d) To design, develop and update the school webpages; (e) To prepare and operate computer facilities; (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; (b) Relevant experience in research, computer operation and/or teaching; (c) A good command of both Chinese and English; (d) Familiar with the use of the computer network and webpage design software, such as Dreamweaver and Flash; and (e) May be required to take trade test and/or written test.

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
CSB2	Chinese Language	Sir Ellis Kadoorie Secondary School (West Kowloon)	EDB/SRA/0525/26

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

No	School	EDB Job No
1	Kowloon Technical School	EDB/SRA/0528/26
CSB3	Fuk Wing Street Government Primary School	EDB/SRA/0524/26
CSB4	Kwun Tong Government Primary School	EDB/SRA/0526/26
LD1	Tong Mei Road Government Primary School	EDB/SRA/0527/26

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.

Closing date of application :**Posts (1) and (LD1) : 22 October 2026****Posts (CSB1) and (CSB4) : 16 October 2026****Posts (CSB2)-(CSB3) : 23 October 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 (1), (CSB3)-(CSB4) and (LD1), 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>
Farm Road Government Primary School	8 Farm Road, Tokwawan, Kowloon	yywypoon@edb.gov.hk	2711 0682
Fuk Wing Street Government Primary School	231 Fuk Wing Street, Shamshuipo, Kowloon	fwsgps@edb.gov.hk	2386 9426
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Ngau Tau Kok, Kowloon	ktgps@edb.gov.hk	2756 0762
Tong Mei Road Government Primary School	170 Tong Mei Road, Mongkok, Kowloon	tmrgps_recruit@edb.gov.hk	2393 0800

Kowloon Technical School	332-334 Cheung Sha Wan Road, Kowloon	chanpakho@edb.gov.hk	2386 0737
Sir Ellis Kadoorie Secondary School (West Kowloon)	22 Hoi Fan Road, Tai Kok Tsui, Kowloon	sekss100@edb.gov.hk	2576 1871