

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 1 November 2024

Government Secondary and Primary Schools

Contract Period : up to 31 August 2025

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
2.	<u>Teaching Assistant (Matriculated)</u>	\$17,185
3.	<u>Accounting Clerk</u>	\$19,455
4.	<u>General Clerk</u>	\$15,865
5.	<u>General Worker</u>	\$14,710
6.	<u>Part-time Semi-skilled Worker</u>	\$76 per hour
7.	<u>School Administrative Executive</u>	\$35,080

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

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
1		Tseung Kwan O Government Secondary School	EDB/SRA/0915/24
2	Special Educational Needs & English Language	NTHYK Tai Po District Secondary School	EDB/SRA/0917/24

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)**

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
3	Information Technology	Tseung Kwan O Government Primary School	EDB/SRA/0911/24
4	Special Educational Needs	Tseung Kwan O Government Primary School	EDB/SRA/0912/24

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

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
5	Tseung Kwan O Government Primary School	EDB/SRA/0910/24

6	Sham Shui Po Government Primary School	EDB/SRA/0914/24
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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
7	Sha Tin Government Primary School	EDB/SRA/0916/24

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
8	Farm Road Government Primary School	EDB/SRA/0909/24
LD1	Ma Tau Chung Government Primary School	EDB/SRA/0918/24

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.

Post : Part-time Semi-skilled Worker

Salary : \$76 per hour (Contract Period: up to 31 August 2025) (Required to work not more than 17 hours per week)

No	School	EDB Job No
LD2	Tsuen Wan Government Secondary School	EDB/SRA/0919/24

Duties : (a) To perform general duties in school workshop/laboratory; (b) To assist in the preparation and procurement of workshop materials; (c) To handle daily cleaning, labourer duties, gardening and maintenance work; (d) To assist in receiving visitors; (e) To receive calls and answer general telephone enquiries; (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 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.

Post : School Administrative Executive

Salary : \$35,080 per month (Contract Period: up to 31 August 2025)

No	School	EDB Job No
9	Sham Shui Po Government Primary School	EDB/SRA/0913/24

Duties : (a) To assist in the operation of the School Management Committee; (b) To assist in co-ordinating and handling general administrative matters of the school, including (i) financial resource management and procurement/tendering; (ii) staff recruitment and human resource management; (iii) school-based complaint and crisis management; and (iv) school premises maintenance and safety issues, etc.; (c) To provide support for school development, curriculum development and students' development; (d) To compile various statistical and analytical returns; (e) To assist in liaising with various stakeholders of the school and outside organisations; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 (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; (c) A good command of both Chinese and English; (d) At least one year's relevant working experience; (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 a trade test and/or written 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) and (3)-(5) : 8 November 2024

Posts (2) : 13 November 2024

Posts (6) and (9) : 7 November 2024

Posts (7) and (LD1)-(LD2) : 14 November 2024

Posts (8) : 15 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>
Farm Road Government Primary School	8 Farm Road, Tokwawan, Kowloon	2711 0682
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	2711 5548
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
Tseung Kwan O Government Primary School	Hau Tak Estate Phase II, Tseung Kwan O, New Territories	2701 2886
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	2664 3032
Tseung Kwan O Government Secondary School	2 King Yin Lane, Tseung Kwan O, New Territories	2704 0051
Tsuen Wan Government Secondary School	70 Hoi Pa Street, Tsuen Wan, New Territories	2490 3307