

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 5 June 2026**

**Government Secondary and Primary Schools**

**Contract Period : 1 year**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>Administrative Assistant</u></a>	<b>\$27,475</b>
2.	<a href="#"><u>Information Technology Resources Officer</u></a>	<b>\$27,475</b>
3.	<a href="#"><u>Education Research Assistant</u></a>	<b>\$20,620</b>
4.	<a href="#"><u>Information Technology Resources Assistant</u></a>	<b>\$20,620</b>

**Post : Administrative Assistant****Salary : \$27,475 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
1	Sha Tin Government Primary School	EDB/SRA/0024/26	-
2	Ma Tau Chung Government Primary School	EDB/SRA/0112/26	-
3	Erudite Government Primary School	EDB/SRA/0067/26	-
CSB1	Hennessy Road Government Primary School	EDB/SRA/0157/26	-
CSB2	Shau Kei Wan Government Primary School	EDB/SRA/0166/26	10%
CSB3	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0207/26	-
CSB4	Hong Kong Southern District Government Primary School	EDB/SRA/0229/26	-

**Duties :** (a) To handle general administrative duties in school; (b) To provide support for school development, curriculum development and students' development in school; (c) To compile various statistical and analytical returns; (d) To provide secretarial support for School Management Committee and Parents' and Teachers' Association; (e) To draft minutes for various meetings in school and perform clerical duties in school office; (f) To assist in organising school activities; (g) Work on shift or overtime may be required; and (h) 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) 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) A good command of both Chinese and English; (d) Experience in administrative work preferred; (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 : Information Technology Resources Officer****Salary : \$27,475 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
4	Sha Tin Government Secondary School	EDB/SRA/0040/26	-
5	King's College	EDB/SRA/0071/26	-
6	Aldrich Bay Government Primary School	EDB/SRA/0093/26	-
7	Ma Tau Chung Government Primary School	EDB/SRA/0113/26	-
8	Kwun Tong Government Secondary School	EDB/SRA/0128/26	-
9	Tin Shui Wai Government Primary School	EDB/SRA/0203/26	-
10	Tsuen Wan Government Primary School	EDB/SRA/0212/26	-
11	Kowloon Technical School	EDB/SRA/0223/26	-
12	Sir Ellis Kadoorie Secondary School (West Kowloon)	EDB/SRA/0241/26	10%
13	Erudite Government Primary School	EDB/SRA/0068/26	-
CSB5	Li Sing Primary School	EDB/SRA/0029/26	-
CSB6	Fuk Wing Street Government Primary School	EDB/SRA/0034/26	-
CSB7	Belilios Public School	EDB/SRA/0044/26	-
CSB8	Yuen Long Government Primary School	EDB/SRA/0083/26	-
CSB9	Fanling Government Secondary School	EDB/SRA/0098/26	10%
CSB10	Shau Kei Wan Government Primary School	EDB/SRA/0167/26	10%
CSB11	Tuen Mun Government Primary School	EDB/SRA/0191/26	-
LD1	Queen Elizabeth School	EDB/SRA/0150/26	-

**Duties :** (a) To manage and operate the computers and Information Technology (IT) facilities in schools; (b) To support the use of computer hardware, software and network equipment including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (c) To design, develop and update school webpages and computer applications; (d) To assist in promoting IT education, mobile learning and Science, Technology, Engineering and Mathematics (STEM) education and operating relevant equipment; (e) To assist in production of multimedia teaching materials; (f) To support and assist in managing online learning platforms, CloudSAMS and school intranet; (g) To assist in managing and operating the audio-visual facilities in schools, including the stage lighting and Campus TV; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

**Entry Requirements :** (a)(i) A Hong Kong bachelor's degree in Computer Science, Computer Engineering or related subjects, or equivalent; or (ii) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent, majoring in Information Technology (IT) or related subjects, and at least 3 years' working experience in computer networking operation and technology support; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) Experience in operating for Windows Server 2003 / 2008 / 2012 / 2016 or above preferred; (d) Experience in operating Linux System preferred; (e) Relevant working experience in school preferred; (f) A good command of both Chinese and English; (g) Familiar with the use of the general desktop computer and tablet software, such as word-processing, spreadsheet, presentation and graphic design programmes; and (h) May be required to take trade test and/ or written test.

#### **Post : Education Research Assistant**

**Salary : \$20,620 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>14</b>	<b>Tsuen Wan Government Primary School</b>	<b>EDB/SRA/0213/26</b>	<b>-</b>
<b>CSB12</b>	<b>Shau Kei Wan Government Primary School</b>	<b>EDB/SRA/0168/26</b>	<b>-</b>

**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 : Information Technology Resources Assistant**

**Salary : \$20,620 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>15</b>	<b>Tang Shiu Kin Victoria Government Secondary School</b>	<b>EDB/SRA/0050/26</b>	<b>-</b>
<b>16</b>	<b>Chiu Lut Sau Memorial Secondary School</b>	<b>EDB/SRA/0057/26</b>	<b>-</b>
<b>17</b>	<b>Tseung Kwan O Government Secondary School</b>	<b>EDB/SRA/0117/26</b>	<b>-</b>
<b>18</b>	<b>Kowloon Technical School</b>	<b>EDB/SRA/0224/26</b>	<b>-</b>
<b>19</b>	<b>Tong Mei Road Government Primary School</b>	<b>EDB/SRA/0274/26</b>	<b>-</b>
<b>CSB13</b>	<b>Li Sing Primary School</b>	<b>EDB/SRA/0030/26</b>	<b>-</b>
<b>CSB14</b>	<b>Belilios Public School</b>	<b>EDB/SRA/0045/26</b>	<b>-</b>
<b>CSB15</b>	<b>Hotung Secondary School</b>	<b>EDB/SRA/0187/26</b>	<b>-</b>
<b>CSB16</b>	<b>Helen Liang Memorial Secondary School (Shatin)</b>	<b>EDB/SRA/0208/26</b>	<b>-</b>

**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, CloudSAMS 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.

**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)-(19), (CSB1)-(CSB16) and (LD1) : 18 June 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)".

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 :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Email Address</u></b>	<b><u>Enquiry Telephone</u></b>
Aldrich Bay Government Primary School	1 Oi Lai Street, Shau Kei Wan, Hong Kong	<a href="mailto:abgps@edb.gov.hk">abgps@edb.gov.hk</a>	2561 1118
Erudite Government Primary School	8 On Hei Street, Sai Kung, New Territories	<a href="mailto:egpsinfo@edb.gov.hk">egpsinfo@edb.gov.hk</a>	2366 1530
Fuk Wing Street Government Primary School	231 Fuk Wing Street, Shamshuipo, Kowloon	<a href="mailto:fwsgps@edb.gov.hk">fwsgps@edb.gov.hk</a>	2386 9426
Hennessy Road Government Primary School	169 Thomson Road, Wanchai, Hong Kong	<a href="mailto:hrgpsinfo@edb.gov.hk">hrgpsinfo@edb.gov.hk</a>	2572 6633
Hong Kong Southern District Government Primary School	325, Ap Lei Chau Bridge Road, Ap Lei	<a href="mailto:recruithksdgps@edb.gov.hk">recruithksdgps@edb.gov.hk</a>	2551 0030

	Chau, Hong Kong		
Li Sing Primary School	119 High Street, Sai Ying Pun, Hong Kong	<a href="mailto:lsps@edb.gov.hk">lsps@edb.gov.hk</a>	2540 8966
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	<a href="mailto:hillarycmwan@edb.gov.hk">hillarycmwan@edb.gov.hk</a>	2711 5548
Sha Tin Government Primary School	Sun Tin Wai Estate, Sha Tin, New Territories	<a href="mailto:cicstgps@edb.gov.hk">cicstgps@edb.gov.hk</a>	2604 9867
Shau Kei Wan Government Primary School	19 Main Street East, Shaukeiwan, Hong Kong	<a href="mailto:skwgps_jobs@edb.gov.hk">skwgps_jobs@edb.gov.hk</a>	2569 2532
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories	<a href="mailto:tswgps@edb.gov.hk">tswgps@edb.gov.hk</a>	2447 4288
Tong Mei Road Government Primary School	170 Tong Mei Road, Mongkok, Kowloon	<a href="mailto:tmrgps_recruit@edb.gov.hk">tmrgps_recruit@edb.gov.hk</a>	2393 0800
Tsuen Wan Government Primary School	600 Castle Peak Road, Tsuen Wan, New Territories	<a href="mailto:twgps@edb.gov.hk">twgps@edb.gov.hk</a>	2415 6313
Tuen Mun Government Primary School	Siu Hong Court, Tuen Mun, New Territories	<a href="mailto:tmgps@edb.gov.hk">tmgps@edb.gov.hk</a>	2465 1662
Yuen Long Government Primary School	Yau Chuen Street, Au Tau, Yuen Long, New Territories	<a href="mailto:ylgps_hr@edb.gov.hk">ylgps_hr@edb.gov.hk</a>	2476 1160
Belilios Public School	51 Tin Hau Temple Road, North Point, Hong Kong	<a href="mailto:chanshukyan@edb.gov.hk">chanshukyan@edb.gov.hk</a>	2571 8018
Chiu Lut Sau Memorial Secondary School	7 Tai Yuk Road, Yuen Long, New Territories	<a href="mailto:clsmss_hr@edb.gov.hk">clsmss_hr@edb.gov.hk</a>	2477 8237
Fanling Government Secondary School	27 Yat Ming Road, Fanling, New Territories	<a href="mailto:fgss@edb.gov.hk">fgss@edb.gov.hk</a>	2677 6778
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	<a href="mailto:hlms_recruit@edb.gov.hk">hlms_recruit@edb.gov.hk</a>	2694 1414
Hotung Secondary School	1 Ka Ning Path, Causeway Bay, Hong Kong	<a href="mailto:cichtss@edb.gov.hk">cichtss@edb.gov.hk</a>	2577 5433
King's College	63A Bonham Road, Hong Kong	<a href="mailto:kings@edb.gov.hk">kings@edb.gov.hk</a>	2547 0310
Kowloon Technical School	332-334 Cheung Sha Wan Road, Kowloon	<a href="mailto:chanpakho@edb.gov.hk">chanpakho@edb.gov.hk</a>	2386 0737
Kwun Tong Government Secondary School	9 Shun Chi Street, Shun Lee Estate, Kowloon	<a href="mailto:ktgss@edb.gov.hk">ktgss@edb.gov.hk</a>	2343 6220
Queen Elizabeth School	152 Sai Yee Street, Mongkok, Kowloon	<a href="mailto:recruitmentqes@edb.gov.hk">recruitmentqes@edb.gov.hk</a>	2380 9621
Sha Tin Government Secondary School	11-17 Man Lai Road, Shatin, New	<a href="mailto:stgss@edb.gov.hk">stgss@edb.gov.hk</a>	2691 4744

	Territories		
Sir Ellis Kadoorie Secondary School (West Kowloon)	22 Hoi Fan Road, Tai Kok Tsui, Kowloon	<a href="mailto:sekss100@edb.gov.hk">sekss100@edb.gov.hk</a>	2576 1871
Tang Shiu Kin Victoria Government Secondary School	5 Oi Kwan Road, Wanchai, Hong Kong	<a href="mailto:tskvgss_hr@edb.gov.hk">tskvgss_hr@edb.gov.hk</a>	2573 6962
Tseung Kwan O Government Secondary School	2 King Yin Lane, Tseung Kwan O, New Territories	<a href="mailto:tkogss@edb.gov.hk">tkogss@edb.gov.hk</a>	2704 0051