

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 20 February 2026**

**Government Secondary and Primary Schools**

**Contract Period : up to 31 August 2026**

	<b>Post Title</b>	<b>Salary</b>
<b>1.</b>	<a href="#"><u>Information Technology Resources Assistant</u></a>	<b>\$20,620</b>
<b>2.</b>	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	<b>\$18,895</b>
<b>3.</b>	<a href="#"><u>General Clerk</u></a>	<b>\$15,865</b>

### Post : Information Technology Resources Assistant

Salary : \$20,620 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
CSB1	Bonham Road Government Primary School	EDB/BRGPS/056/26

**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.

### 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	Chinese Language	Kwun Tong Government Secondary School	EDB/KTGSS/053/26
2	English Language & Special Educational Needs (Non-Chinese Speaking Students)	Sir Ellis Kadoorie Secondary School (West Kowloon)	EDB/SEKSS(WK)/055/26

**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
3	Li Sing Primary School	EDB/LSPS/054/26

**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.

**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 :****Post (1): 2 March 2026****Post (2): 27 February 2026****Post (3): 6 March 2026****Post (CSB1): 26 February 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>
Bonham Road Government Primary School	9A Bonham Road, Hong Kong	<a href="mailto:cicbrgps@edb.gov.hk">cicbrgps@edb.gov.hk</a>	2517 1216
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
Kwun Tong Government Secondary School	9 Shun Chi Street, Shun Lee Estate, Kwun Tong, Kowloon	<a href="mailto:ktgss@edb.gov.hk">ktgss@edb.gov.hk</a>	2343 6220
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