

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

Government Secondary and Primary Schools

Contract Period : up to 31 August 2026

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
2.	<u>General Worker</u>	\$14,710
3.	<u>Information Technology Manager</u>	\$33,405

Post : Teaching Assistant (Diploma Level)

Salary : \$18,895 per month (Contract Period: up to 31 August 2026)

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
1	Special Educational Needs	South Yuen Long Government Primary School	EDB/SYLGPS/089/26

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 : \$14,710 per month (Contract Period: up to 31 August 2026)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
2	Helen Liang Memorial Secondary School (Shatin)	EDB/HLMSS(ST)/086/26
3	Fanling Government Primary School	EDB/FLGPS/088/26

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.

Post : Information Technology Manager

Salary : \$33,405 per month (Contract Period: up to 31 August 2026)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
4	Tin Shui Wai Government Secondary School	EDB/TSWGSS/090/26

Duties : (a) To supervise the IT support service in the school; (b) To manage various servers including Windows and Linux; (c) To manage the operation and application of CloudSAMS; (d) To manage the school webpage and intranet system; (e) To manage and maintain various e-learning platforms, including e-Class; (f) To manage projects of network implementation, maintenance and enhancement, including contraction administration, site preparation and management of IT asset and external suppliers; (g) To monitor network traffic and maintain network security; (h) To maintain inventory record and documentation of IT equipment and toner; (i) To provide quality IT service and advice to teachers and students in organizing co-curricular activities; and (j) To collaborate with teachers in the computer rooms and IT-related centers.

Entry Requirements : (a) A Hong Kong bachelor degree in Information Technology (IT) or related subject, or equivalent; (b) Experience in system administration and end-user support; (c) Experience in managing network infrastructure, servers & PC hardware; (d) Experience in operating CloudSAMS in a secondary school; (e) Holder of relevant IT qualifications (MCP/MCSE/MCITP or CCNA certificate) preferred; (f) Ability to assist in promoting AI, STEAM, science subjects and e-learning preferred; (g) Experience in server virtualization preferred; and (h) Ability to manage projects of network implementation, maintenance and enhancement. [Remarks: This post is open to male and female

applicants.]

Closing date of application :

Post (1): 2 April 2026

Posts (2) and (4): 27 March 2026

Post (3): 9 April 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)".

[For posts (2)-(3), 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>
Fanling Government Primary School	Cheung Wah Estate, Fanling, New Territories	fgps_job@edb.gov.hk	2669 2024
South Yuen Long Government Primary School	No 21, Lam Hau Tsuen Road, Yuen Long, New Territories	sylgps@edb.gov.hk	2478 1230
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	hlmss_recruit@edb.gov.hk	2694 1414
Tin Shui Wai Government Secondary School	Phase II Tin Yiu Estate, Tin Shui Wai, New Territories	tswgss@edb.gov.hk	2445 0967

