EDUCATION BUREAU

Non-Civil Service Vacancies

Publication Date: 13 November 2026

Government Secondary and Primary Schools

Contract Period: up to 31 August 2027

	Post Title	Salary
1.	Teaching Assistant (Diploma Level)	$19,270
2.	General Worker	$15,195
3.	Senior Accounting Clerk	$22,570

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
CSB1	Mathematics	Jockey Club Government Secondary School	EDB/SRA/0546/26

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：$15,195 per month (Contract Period: up to 31 August 2027)

No	School	EDB Job No
CSB2	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0545/26
CSB3	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0548/26
LD1	Hotung Secondary School	EDB/SRA/0547/26

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：Senior Accounting Clerk

Salary：$22,570 per month (Contract Period: up to 31 August 2027)

No	School	EDB Job No
CSB4	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0549/26

Duties : (a) To handle school accounting and financial duties; (b) To be responsible for stores and procurement; (c) To assist in managing school funds, accounts and financial records; (d) To update inventory records and handle store disposal; (e) To assist in ensuring the school complies with all government regulations in procurement, accounting and financial management; (f) To assist office daily operations and handle enquiries; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma in Accounting or related subject from a Hong Kong tertiary educational institution, or equivalent; (b) 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) Relevant working experience 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 :

Posts (CSB1) and (LD1) : 26 November 2026

Posts (CSB2)-(CSB4) : 19 November 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 (CSB2)-(CSB3) 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 :

School	Address	Email Address	Enquiry Telephone
Kwun Tong Government Primary School (Sau Ming Road)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon	ktgpssmr@edb.gov.hk	2709 2220

Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	hlmss_recruit@edb.gov.hk	2694 1414
Hotung Secondary School	1 Ka Ning Path, Causeway Bay, Hong Kong	cichtss@edb.gov.hk	2577 5433
Jockey Club Government Secondary School	2B Oxford Road, Kowloon Tong, Kowloon	tobyng@edb.gov.hk	2336 6761