

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 24 April 2026

Government Secondary and Primary Schools

Contract Period : up to 31 August 2026

	Post Title	Salary
1.	<u>Information Technology Resources Officer</u>	\$27,475
2.	<u>Accounting Clerk</u>	\$19,455
3.	<u>General Worker</u>	\$14,710

Post : Information Technology Resources Officer

Salary : \$27,475 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
1	Ma Tau Chung Government Primary School	EDB/MTCGPS/116/26

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 : Accounting Clerk

Salary : \$19,455 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
2	Belilios Public School	EDB/BPS/114/26

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 Worker

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

No	School	EDB Job No
3	Cheung Chau Government Secondary School	EDB/CCGSS/115/26
4	Sheung Shui Government Secondary School	EDB/SSGSS/117/26
LD1	Belilios Public School	EDB/BPS/113/26

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.

Closing date of application :

Posts (1)-(2) and (LD1) : 7 May 2026

Posts (3) and (4) : 8 May 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 (3)-(4) 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 :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	sokitling@edb.gov.hk	2711 5548
Belilios Public School	51 Tin Hau Temple Road Hong Kong	chanshukyan@edb.gov.hk	2571 8018
Cheung Chau Government Secondary School	5B School Road, Cheung Chau, New Territories	cicccgss@edb.gov.hk	2981 0514

Sheung Shui Government Secondary School	21 Pak Wo Road, Sheung Shui, New Territories	ssgss@edb.gov.hk	2668 0628
---	---	--	-----------