EDUCATION BUREAU

Non-Civil Service Vacancies

Publication Date: 20 November 2026

Government Secondary School

Contract Period: up to 31 August 2027

	Post Title	Salary
1.	**General Clerk**	**$16,390**

Post : General Clerk

Salary : $16,390 per month (Contract Period: up to 31 August 2027)

No	School	EDB Job No
CSB1	Jockey Club Government Secondary School	EDB/SRA/0550/26

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 (CSB1) : 3 December 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.

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
Jockey Club Government Secondary School	2B Oxford Road, Kowloon Tong, Kowloon	tobyng@edb.gov.hk	2336 6761