

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 26 April 2024

Government Secondary and Primary Schools

	Post Title	Salary
1.	<u>Education Research Assistant</u>	\$20,020
2.	<u>Information Technology Resources Assistant</u>	\$20,020
3.	<u>Teaching Assistant (Diploma Level)</u>	\$18,345
4.	<u>Teaching Assistant (Matriculated)</u>	\$16,685
5.	<u>Accounting Clerk</u>	\$18,890
6.	<u>General Clerk</u>	\$15,405
7.	<u>General Worker</u>	\$14,285
8.	<u>Technical Support Services Officer I</u>	\$22,500

Post : Education Research Assistant

Salary : \$20,020 per month (Contract Period: up to 31 August 2024)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
1	Arts & Technology Education Centre	EDB/ATEC/220/24

Duties : (a) To assist in data collection and analysis to support the school development projects; (b) To assist in administrative duties on teaching and learning and curriculum research; (c) To assist in production of slides/videos for teaching; (d) To design, develop and update the school webpages; (e) To prepare and operate computer facilities; (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; (b) Relevant experience in research, computer operation and/or teaching; (c) A good command of both Chinese and English; (d) Familiar with the use of the computer network and webpage design software, such as Dreamweaver and Flash; and (e) May be required to take trade test and/or written test.

Post : Information Technology Resources Assistant

Salary : \$20,020 per month (Contract Period: up to 31 August 2024)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
2	Jockey Club Government Secondary School	EDB/JCGSS/216/24

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, Web-based School Administrative and Management System (WebSAMS) 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 : \$18,345 per month (Contract Period: up to 31 August 2024)

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
3		Kwun Tong Government Primary School (Sau Ming Road)	EDB/KTGPS(SMR)/211/24
4	Supporting Non-Chinese Speaking Students	North Point Government Primary School	EDB/NPGPS/213/24
5	Special Educational Needs	Jockey Club Government Secondary School	EDB/JCGSS/217/24
LD1	English Language	Shau Kei Wan Government Secondary School	EDB/SKWGSS/215/24

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.

Additional duties/entry requirements:

Post (4) : To provide support for Non-Chinese Speaking Students and handle related administrative work.

Post : Teaching Assistant (Matriculated)

Salary : \$16,685 per month (Contract Period: up to 31 August 2024)

No	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
6		Tin Shui Wai Government Secondary School	EDB/TSWGSS/223/24
7		Kwun Tong Government Primary School	EDB/KTGPS/225/24

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) (i) Level 3 (Note 1) or above in five subjects (may include Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 (Note 2) / Grade C or above in three other subjects (may include Chinese Language and English Language) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) Met the language proficiency requirements of Level 2 (Note 2) or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; (c) 1 year's relevant working experience in education field; (d) A good command of both Chinese and English; (e) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (f) May be required to take trade test and/or written test.

Post : Accounting Clerk

Salary : \$18,890 per month (Contract Period: up to 31 August 2024)

No	<u>School</u>	<u>EDB Job No</u>
8	Kwun Tong Government Secondary School	EDB/KTGSS/221/24

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 Clerk

Salary : \$15,405 per month (Contract Period: up to 31 August 2024)

No	School	EDB Job No
9	Cheung Chau Government Secondary School	EDB/CCGSS/218/24

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 2) 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.

Post : General Worker

Salary : \$14,285 per month (Contract Period: up to 31 August 2024)

No	School	EDB Job No
LD2	Belilios Public School	EDB/BPS/198/24
LD3	Tin Shui Wai Government Secondary School	EDB/TSWGSS/224/24

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 : Technical Support Services Officer I

Salary : \$22,500 per month (Contract Period: up to 31 August 2024)

No	School	EDB Job No
10	Kwun Tong Government Secondary School	EDB/KTGSS/222/24

Duties : (a) To manage and operate the computers and Information Technology (IT) facilities in schools; (b) To manage and monitor network and servers (including library system); (c) 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; (d) To design, develop and update school webpages and computer applications; (e) To assist in promoting IT education, mobile learning and Science, Technology, Engineering, Arts and Mathematics (STEAM) education and operating relevant equipment; (f) To assist in production of multimedia teaching materials; (g) To support and assist in managing online learning platforms, Web-based School Administration and Management System (WebSAMS) and school intranet; (h) To assist in managing and operating the audio-visual facilities in schools, including the stage lighting; (i) Provide technical support during school functions, e.g. assemblies, Speech Day; (j) Work on shift or overtime may be required; and (k) Any other duties assigned by the school.

Entry Requirements : (a) (i) Level 3 (Note 1) or above in five subjects (may include Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 (Note 2) / Grade C or above in three other subjects (may include Chinese

Language and English Language) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) Holder of Microsoft Certified Professional (MCP) certification or with Computer/Information Technology related professional training; (c) Familiar with common administration tasks for Windows server 2003/ 2008/ 2012/ 2016 or above preferred; (d) Knowledge of network management, including network protocol (TCP/IP, Web service, etc) and network equipment (firewalls, routers and switches, etc); (e) Familiar with the use of the general desktop computer and tablet software; (f) Experience in operating Linux System preferred; (g) 1 year's relevant working experience in education field preferred; (h) A good command of both Chinese and English; and (i) May be required to take trade test and/or written test.

Notes :

1. For appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.
2. 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 (1), (6) and (LD3) : 10 May 2024

Posts (2), (4)-(5), (7), (9) and (LD1)-(LD2) : 3 May 2024

Posts (3) : 17 May 2024

Posts (8) and (10) : 6 May 2024

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 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. 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>).

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.

School Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Enquiry Telephone</u>
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Kwun Tong, Kowloon	2756 0762
Kwun Tong Government Primary School (Sau Ming Road)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon	2709 2220
North Point Government Primary School	888 King's Road, North Point, Hong Kong	2561 7130
Arts & Technology Education Centre	145 Junction Road, Lok Fu, Kowloon	2338 1235
Belilios Public School	51 Tin Hau Temple Road, North Point, Hong Kong	2571 8018
Cheung Chau Government Secondary School	5B School Road, Cheung Chau, New Territories	2981 0514
Jockey Club Government Secondary School	2B Oxford Road, Kowloon Tong, Kowloon	2336 6761
Kwun Tong Government Secondary School	9 Shun Chi Street, Shun Lee Estate, Kwun Tong, Kowloon	2343 6220
Tin Shui Wai Government Secondary School	Phase II Tin Yiu Estate, Tin Shui Wai, New Territories	2445 0967
Shau Kei Wan Government Secondary School	42 Chai Wan Road, Shaukeiwan, Hong Kong	2560 3544