

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 19 December 2025

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>Teaching Assistant (Diploma Level)</u> | \$18,895 |
| 3. | <u>General Worker</u> | \$14,710 |
| 4. | <u>Senior Accounting Clerk</u> | \$22,128 |

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/SRA/0603/25 |

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 : Teaching Assistant (Diploma Level)**Salary : \$18,895 per month (Contract Period: up to 31 August 2026)**

| No | Related subject / discipline | School | EDB Job No |
|-----------|-------------------------------------|--|------------------------|
| 2 | | Kwun Tong Government Secondary School | EDB/SRA/0598/25 |
| 3 | | Kwun Tong Government Primary School (Sau Ming Road) | EDB/SRA/0600/25 |

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)**

| No | School | EDB Job No |
|------------|--|------------------------|
| 4 | Kwun Tong Government Primary School (Sau Ming Road) | EDB/SRA/0601/25 |
| LD1 | Shau Kei Wan East Government Secondary School | EDB/SRA/0599/25 |

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 : \$22,128 per month (Contract Period: up to 31 August 2026)

| No | School | EDB Job No |
|-----------|--|------------------------|
| 5 | Kwun Tong Government Primary School (Sau Ming Road) | EDB/SRA/0602/25 |

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 that 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.

Note : 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)-(5) and (LD1): 2 January 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/>).

I. Application by post

To apply, please send the completed application form to the address below on or before the closing date for application. Please indicate the post applied for and EDB Job No., e.g. "Application for Administrative Assistant (EDB/SRA/0001/25)" in the application form and envelope. 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.

II. Application by email

Applicants can also send the completed application form to the email address below by email on or before the closing date for application. Please indicate the post applied for and EDB Job No., e.g. "Application for Administrative Assistant (EDB/SRA/0001/25)" in the email subject.

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, Email Address and Enquiry Telephone :

| <u>School</u> | <u>Address</u> | <u>Email Address</u> | <u>Enquiry Telephone</u> |
|---|---|--|---------------------------------|
| Kwun Tong Government Primary School (Sau Ming Road) | 130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon | ktgpssmr@edb.gov.hk | 2709 2220 |
| Ma Tau Chung Government Primary School | 1 Fuk Cheung Street, Tokwawan, Kowloon | sukisyhui@edb.gov.hk | 2711 5548 |
| Kwun Tong Government Secondary School | 9 Shun Chi Street, Shun Lee Estate, Kowloon | ktgss@edb.gov.hk | 2343 6220 |
| Shau Kei Wan East Government Secondary School | 40 Chai Wan Road, Shau Kei Wan, Hong Kong | skwegss@edb.gov.hk | 2560 2677 |