

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 19 June 2026

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Administrative Assistant</u>	\$27,475
2.	<u>Information Technology Resources Officer</u>	\$27,475
3.	<u>Information Technology Resources Assistant</u>	\$20,620
4.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
5.	<u>Teaching Assistant (Matriculated)</u>	\$17,185
6.	<u>Accounting Clerk</u>	\$19,455
7.	<u>General Clerk</u>	\$15,865
8.	<u>Semi-skilled Worker</u>	\$14,945
9.	<u>General Worker</u>	\$14,710
10.	<u>Student Guidance and Counselling Officer</u>	\$61,865
11.	<u>Student Guidance Officer</u>	\$49,230
12.	<u>Student Guidance and Counselling Officer</u>	\$40,620
13.	<u>Project Officer (Science, Technology, Engineering, Art and Mathematics (STEAM) Education)</u>	\$47,010
14.	<u>Information Technology Manager</u>	\$33,405
15.	<u>Information Technology Manager</u>	\$33,405
16.	<u>School Administrative Executive</u>	\$35,080
17.	<u>School Administrative Executive</u>	\$33,405
18.	<u>Administrative Support Assistant</u>	\$20,764
19.	<u>Administration Support Assistant</u>	\$20,500
20.	<u>Counsellor</u>	\$25,115
21.	<u>Information Technology and Multimedia Technician</u>	\$23,585
22.	<u>Information Technology Education Assistant Manager</u>	\$21,500
23.	<u>Technical Support Services Officer I</u>	\$24,768
24.	<u>Technical Support Services Officer I</u>	\$20,770
25.	<u>Technical Support Services Officer I</u>	\$18,230
26.	<u>School Accounting Assistant</u>	\$23,585
27.	<u>Senior Accounting Clerk</u>	\$22,128
28.	<u>Student Affairs Assistant</u>	\$16,135
29.	<u>Janitor Foreman</u>	\$15,690

Post : Administrative Assistant**Salary : \$27,475 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
CSB1	Sham Shui Po Government Primary School	EDB/SRA/0311/26	-

Duties : (a) To handle general administrative duties in school; (b) To provide support for school development, curriculum development and students' development in school; (c) To compile various statistical and analytical returns; (d) To provide secretarial support for School Management Committee and Parents' and Teachers' Association; (e) To draft minutes for various meetings in school and perform clerical duties in school office; (f) To assist in organising school activities; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 (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) A good command of both Chinese and English; (d) Experience in administrative work preferred; (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 : Information Technology Resources Officer**Salary : \$27,475 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
1	Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SRA/0288/26	-
2	Li Cheng Uk Government Primary School	EDB/SRA/0298/26	-
3	Cheung Chau Government Secondary School	EDB/SRA/0306/26	-
4	South Yuen Long Government Primary School	EDB/SRA/0321/26	-
5	Fanling Government Primary School	EDB/SRA/0325/26	-
CSB2	Bonham Road Government Primary School	EDB/SRA/0291/26	-
CSB3	Sham Shui Po Government Primary School	EDB/SRA/0312/26	-
CSB4	Tsuen Wan Government Primary School	EDB/SRA/0328/26	-

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.

Additional duties/entry requirements:

Post (2) : Proficiency in operating school Mobile Device Management (MDM) systems (e.g., iClass or Apple School Manager), with experience in the bulk management of student iPads preferred; Experience in managing the backend administration of Microsoft 365 Education or Google Workspace for Education preferred; Possess basic knowledge of cybersecurity defense (e.g., firewall configuration, anti-phishing, and regular backup management), and familiar with the application of the Hong Kong Personal Data (Privacy) Ordinance within a school environment preferred; Understanding of or possessing basic knowledge regarding the secure application and management of generative AI tools (e.g., Microsoft Copilot, Grok, etc.) within a campus setting preferred; To assist the school in implementing IT-integrated education, mobile learning, Artificial Intelligence (AI) education, and STEAM education; responsible for the daily maintenance and technical support of related hardware and software; Responsible for campus network security monitoring, conducting regular audits of system passwords and user permissions, and executing data backups to safeguard campus network security; To manage and operate school audio-visual (AV) equipment, including sound systems, and handle the operation of online live streaming (e.g., YouTube Live, Zoom) for major events such as graduation ceremonies and parent-teacher meetings.

Post : Information Technology Resources Assistant**Salary : \$20,620 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
6	South Yuen Long Government Primary School	EDB/SRA/0322/26	-
7	Fanling Government Primary School	EDB/SRA/0326/26	-
CSB5	Bonham Road Government Primary School	EDB/SRA/0292/26	-
CSB6	Sham Shui Po Government Primary School	EDB/SRA/0313/26	-

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, CloudSAMS 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 : \$18,895 per month (Contract Period: 1 year)**

No	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
8		Tin Shui Wai Government Primary School	EDB/SRA/0294/26	-
9	Information Technology	South Yuen Long Government Primary School	EDB/SRA/0318/26	-
10	Special Educational Needs	South Yuen Long Government Primary School	EDB/SRA/0319/26	-
11	Teaching Administration	South Yuen Long Government Primary School	EDB/SRA/0320/26	-

12	Special Educational Needs	Kwun Tong Government Primary School	EDB/SRA/0333/26	-
13	Non-Chinese Speaking Student Support	Kwun Tong Government Primary School	EDB/SRA/0334/26	-
14		Kwun Tong Government Primary School	EDB/SRA/0335/26	-
15	Special Educational Needs	North Point Government Primary School	EDB/SRA/0356/26	-
16	Science	North Point Government Primary School	EDB/SRA/0357/26	-
CSB7		South Tuen Mun Government Secondary School	EDB/SRA/0289/26	-
CSB8		Bonham Road Government Primary School	EDB/SRA/0290/26	-
CSB9		Hoi Pa Street Government Primary School	EDB/SRA/0295/26	-
CSB10	Chinese Language	Li Cheng Uk Government Primary School	EDB/SRA/0301/26	-
CSB11	Design	Li Cheng Uk Government Primary School	EDB/SRA/0302/26	-
CSB12	Information Technology	Li Cheng Uk Government Primary School	EDB/SRA/0303/26	-
CSB13	English Language	Li Cheng Uk Government Primary School	EDB/SRA/0304/26	-
CSB14	Special Educational Needs	Li Cheng Uk Government Primary School	EDB/SRA/0305/26	-
CSB15		Cheung Chau Government Secondary School	EDB/SRA/0310/26	-
CSB16		Sham Shui Po Government Primary School	EDB/SRA/0315/26	-
CSB17		Tsuen Wan Government Primary School	EDB/SRA/0332/26	-

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.

Additional duties/entry requirements:

Post (CSB10): Fluent in English preferred; A diploma / degree in teaching Chinese at primary school preferred; To assist teacher in teaching non-Chinese speaking students to learn Chinese.

- Post (CSB11):** Fluent in English preferred; A diploma / degree in design preferred; Familiar with software related to design preferred; To design school wall paint, newsletter and banner, etc.
- Post (CSB12):** Fluent in English preferred; A diploma / degree in computer subjects preferred; Familiar with the use of computer networks and AI software preferred; To assist in production of slides/videos for teaching; To prepare and operate computer facilities.
- Post (CSB13):** Fluent in English preferred; Able to communicate in Urdu preferred.
- Post (CSB14):** Fluent in English preferred; Able to communicate in Urdu preferred; To assist in conducting extra-curricular activities for students with special educational needs, including outdoor activities; To provide support for learning activities; To assist in counselling students with learning difficulties.

Post : Teaching Assistant (Matriculated)

Salary : \$17,185 per month (Contract Period: 1 year)

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
17		Tin Shui Wai Government Secondary School	EDB/SRA/0317/26	-

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) (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 : \$19,455 per month (Contract Period: 1 year)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
18	South Yuen Long Government Primary School	EDB/SRA/0323/26	-

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 Clerk

Salary : \$15,865 per month (Contract Period: 1 year)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
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19	Li Cheng Uk Government Primary School	EDB/SRA/0299/26	10%
20	Cheung Chau Government Secondary School	EDB/SRA/0307/26	-
CSB18	Hoi Pa Street Government Primary School	EDB/SRA/0296/26	-
CSB19	Hong Kong Southern District Government Primary School	EDB/SRA/0358/26	-

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 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.

Additional duties/entry requirements:

Post (19) : Familiar with computer software and CloudSAMS operation preferred; Fluent in English preferred; To assist teachers in handling student affairs; To assist in recording and compiling students' attendance report; To assist in taking care of late pick-up students.

Post : Semi-skilled Worker

Salary : \$14,945 per month (Contract Period: 1 year)

No	School	EDB Job No
21	Cheung Chau Government Secondary School	EDB/SRA/0308/26

Duties : (a) To perform general duties in school workshop/laboratory; (b) To handle daily cleaning and maintenance work; (c) Work on shift or overtime may be required; and (d) 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 use and maintenance of workshop tools and general stationery equipment; (d) Working experience in school workshop/laboratory preferred; and (e) May be required to take trade test.

Post : General Worker

Salary : \$14,710 per month (Contract Period: 1 year)

No	School	EDB Job No
22	Li Cheng Uk Government Primary School	EDB/SRA/0300/26
23	Cheung Chau Government Secondary School	EDB/SRA/0309/26
24	Fanling Government Primary School	EDB/SRA/0327/26
CSB20	Sham Shui Po Government Primary School	EDB/SRA/0314/26
CSB21	Tsuen Wan Government Primary School	EDB/SRA/0331/26
LD1	Bonham Road Government Primary School	EDB/SRA/0293/26
LD2	Hoi Pa Street Government Primary School	EDB/SRA/0297/26
LD3	Tin Shui Wai Government Secondary School	EDB/SRA/0316/26
LD4	South Yuen Long Government Primary School	EDB/SRA/0324/26

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.

Additional duties/entry requirements:

Post (22) : Experience in operating office machine and equipment preferred; With basic first aid training or holder of first aid certificate preferred; To perform basic school security works; To handle daily venue setup and labourer work for student extra-curricular activities.

Post : Student Guidance and Counselling Officer

Salary : \$61,865 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
25	Tsuen Wan Government Primary School	EDB/SRA/0350/26	-

Duties : (a) To cater for the developmental needs of all students; (b) To provide preventive and developmental Personal Growth Programs; (c) To support the Curriculum of Personal Growth Education; (d) To provide individual counselling and group work with case record and frequent case conferences; (e) To provide students' related consultation service and training for teachers; (f) To identify and provide assistance/intervention to students in need as soon as possible; (g) To timely refer students in need to receive appropriate support services; (h) To provide services for students and parents on crisis management, counselling, small group and large-scale activities, referral services and mobilizing community resources; (i) To assist the school in developing guidance and counselling policies and system, and to design and implement the Personal Growth Curriculum; (j) To promote home-school cooperation; (k) Work on shift or overtime may be required; and (l) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree in Social Work or Student Guidance and Counselling, or equivalent; (b) Registered as registered social worker under the Social Workers Registration Ordinance; (c) Holder of Certificate in Child-Centered Play Therapy; (d) Completed the Certified Training in Six Bricks; (e) Completed Certified Personality Dimensions® Facilitator Certification Program; (f) With at least 8 years of social work experience counseling students in schools; (g) Be able to speak fluent Cantonese; and (h) May be required to take trade test and/or written test.

Post : Student Guidance Officer

Salary : \$49,230 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
26	Tin Shui Wai Government Primary School	EDB/SRA/0353/26	10%

Duties : (a) Assist the school in developing guidance and counselling policies and system, and to design and implement the Personal Growth Curriculum; (b) Provide individual or group counselling services for students in need; (c) Provide services for students and parents on crisis management, psychological, counselling, and referral services; (d) Work on shift or overtime may be required; and (e) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree in Social Work or Student Guidance and Counselling, or equivalent; (b) Registered as a registered social worker under the Social Workers Registration Ordinance; (c) At least 3 years of social work experience in primary school on student guidance and counselling service; and (d) May be required to take trade test and/or written test.

Post : Student Guidance and Counselling Officer

Salary : \$40,620 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB22	Farm Road Government Primary School	EDB/SRA/0341/26	-

Duties : (a) To cater for the developmental needs of all students; (b) To provide preventive and developmental Personal Growth Programs; (c) To support the Curriculum of Personal Growth Education; (d) To provide individual counselling and group work with case record and frequent case conferences; (e) To provide students' related consultation service and training for teachers; (f) To identify and provide assistance/intervention to students in need as soon as possible; (g) To timely refer students in need to received appropriate support services; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree in Social Work or Student Guidance and Counselling, or equivalent; (b) Registered as registered social worker under the Social Workers Registration Ordinance; (c) At least 5 years of social work experiences on student guidance and counselling service in school; and (d) May be required to take trade test and/or written test.

Post : Project Officer (Science, Technology, Engineering, Art and Mathematics (STEAM) Education)

Salary : \$47,010 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
27	Arts & Technology Education Centre	EDB/SRA/0354/26	10%

Duties : (a) To assist the Project Manager (STEAM Education) in arranging and managing new projects to be engaged through outsourcing of related STEAM promotion activities or events offered by the STEAM Education Centre; (b) To organise STEAM-related professional development programmes for teachers; (c) To organise STEAM-related learning activities for students including competitions; (d) To provide technical advice for students' project work and teachers on using the facilities in the Maker Space of the Centre; (e) To assist the Project Manager (STEAM Education) for monitoring the procurement process and inventories record in the Maker Space; (f) To render professional support or advice for schools on planning of school-based STEAM curriculum and related learning activities; (g) To develop online teachers' training courses and e-resources on STEAM education; (h) May have to work irregular hours or overtime; and (i) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree in Engineering/Design and Technology/Science, Technology, Engineering, Art and Mathematics (STEAM)-related disciplines, or equivalent; (b) A diploma/certificate in education from a Hong Kong tertiary educational institution, or equivalent; (c) At least 3 years' relevant post-degree experience; (d) Familiar with the use of relevant facilities in Design and Technology Workshop and with rich experience in developing e-teaching and learning resources to facilitate the implementation of STEAM education in schools preferred; and (e) May be required to take trade test and/or written test.

Post : Information Technology Manager

Salary : \$33,405 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
28	Tin Shui Wai Government Secondary School	EDB/SRA/0347/26	-

Duties : (a) To supervise the IT support service in the school; (b) To manage various servers including Windows and Linux; (c) To manage the operation and application of CloudSAMS; (d) To manage the school webpage and intranet system; (e) To manage and maintain various e-learning platforms, including e-Class; (f) To manage projects of network implementation, maintenance and enhancement, including contraction administration, site preparation and management of IT asset and external suppliers; (g) To monitor network traffic and maintain network security; (h) To maintain inventory record and documentation of IT equipment and toner; (i) To provide quality IT service and advice to teachers and

students in organizing co-curricular activities; and (j) To collaborate with teachers in the computer rooms and IT-related centers.

Entry Requirements : (a) A Hong Kong bachelor's degree in Information Technology (IT) or related subject, or equivalent; (b) Experience in system administration and end-user support; (c) Experience in managing network infrastructure, servers & PC hardware; (d) Experience in operating CloudSAMS in a secondary school; (e) Holder of relevant IT qualifications (MCP/MCSE/MCITP or CCNA certificate) preferred; (f) Ability to assist in promoting Artificial Intelligence (AI), Science, Technology, Engineering, Art and Mathematics (STEAM), science subjects and e-learning preferred; (g) Experience in server virtualization preferred; and (h) Ability to manage projects of network implementation, maintenance and enhancement. [Remarks: This post is open to male and female applicants.]

Post : Information Technology Manager

Salary : \$33,405 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB23	NTHYK Tai Po District Secondary School	EDB/SRA/0348/26	-

Duties : (a) To operate and monitor computer facilities, networks and servers, including mobile devices and AV equipment; (b) To provide IT support to users and to manage and resolve all problems and support issues arising from the usage of the computer facilities; (c) To manage computer operation and systems, including CloudSAMS, e-Learning platform, school Intranet and web pages; (d) To procure IT facilities and services, site preparations, management of IT asset and contractors; (e) To assist with records and document processing; (f) To recommend to the school management procurement of IT hardware/software and to provide training for teachers; (g) To co-ordinate, plan and implement the use of IT across the curriculum; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree majoring in Computer Science, Information Technology (IT) or related subjects, or equivalent; (b) Holder of Microsoft Certified Professional (MCP)/Microsoft Certified Systems Engineer (MCSE) certification preferred; (c) Experience in operating Windows server 2012 or above preferred; (d) Experience in operating computer network preferred; (e) Working experience in Secondary School preferred; and (f) May be required to take trade test and/or written test. [Remarks: This post is open to male and female applicants.]

Post : School Administrative Executive

Salary : \$35,080 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB24	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0342/26	10%

Duties : (a) To assist in the operation of the School Management Committee; (b) To assist in co-ordinating and handling general administrative matters of the school, include : (i) financial resource management and procurement/tendering; (ii) staff recruitment and human resource management; (iii) school-based complaint and crisis management; and (iv) school premises maintenance and safety issues, etc.; (c) To provide support for school development, curriculum development and students' development; (d) To compile various statistical and analytical returns; (e) To assist in liaising with various stakeholders of the school and outside organisations; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 (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; (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; and (e) May be required to take trade test and/or written test.

Post : School Administrative Executive**Salary : \$33,405 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
29	Sheung Shui Government Secondary School	EDB/SRA/0351/26	10%

Duties : (a) To assist in the operation of the School Management Committee; (b) To assist in co-ordinating and handling general administrative matters of the school, including : (i) financial resource management and procurement/tendering; (ii) staff recruitment and human resource management; (iii) school-based complaint and crisis management; and (iv) school premises maintenance and safety issues, etc.; (c) To provide support for school development, curriculum development and students' development; (d) To compile various statistical and analytical returns; (e) To assist in liaising with various stakeholders of the school and outside organisations; (f) Work on shift or overtime may be required; and (g) To perform any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 (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; (c) A good command of both Chinese and English; (d) At least one year's relevant working experience; (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 : Administrative Support Assistant**Salary : \$20,764 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
CSB25	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0345/26	-

Duties : (a) Assist in handling general administrative duties for school and project work; (b) Data-input and file management; (c) Assist in supervising minor staff and overseeing other agency workers performance; (d) Assist in school premises management; (e) Assist in handling personnel matters; (f) Assist in Store and procurement; (g) Assist in office daily operation; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent; (b) Good command of Chinese and English, Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent preferred; (c) Experience in administrative work is required; (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 : Administration Support Assistant**Salary : \$20,500 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
CSB26	Farm Road Government Primary School	EDB/SRA/0340/26	-

Duties : (a) To assist in handling general administrative duties for school and project work, meeting minutes, notices; (b) Data-input and file management; (c) To handle school accounting and financial records; (d) To assist in handling personnel matters; (e) To assist procurement; (f) To assist in office daily operation; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) (i) Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Level 3 / Grade C or above in Chinese Language and

English Language in the Hong Kong Certificate of Education Examination (HKCEE) (Note 2), or equivalent; (c) At least one year's post-degree full-time working experience in administrative and management work; (d) Knowledge in computer operation; and (e) May be required to take trade test and/or written test.

Post : Counsellor

Salary : \$25,115 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
30	Chiu Lut Sau Memorial Secondary School	EDB/SRA/0336/26	-

Duties : (a) To provide support for students with emotional needs and mental health issues, including the provision of guidance service to the students and meeting with their parents/guardians; (b) To organize programs and activities that promote emotional wellness among students; (c) To lead individual/group counselling sessions and coordinate advisory services; (d) To handle administrative work related to the support service to students and promotion of mental health at school; (e) Any other relevant duties in supporting students with mental health issues and promoting mental health at school; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma from a Hong Kong tertiary educational institution in Social Work or counselling related or above; (b) Relevant experience with intergraded education training or handling Special Education Needs (SEN) students preferred; (c) Independent, mature with good communication and presentation skills; and (d) May be required to take trade test and/or written test.

Post : Information Technology and Multimedia Technician

Salary : \$23,585 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
31	Tuen Mun Government Secondary School	EDB/SRA/0339/26	-

Duties : (a) Maintain audio-visual(AV) Room for AV production and broadcasting system; (b) Maintain AV equipment and carrying out minor repair work; (c) Provide technical support on setting up and operating audio video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards; (d) Provide supporting service for video recording, producing and editing of school functions; (e) Provide technical support on using electronic equipment and designing the leaflet and banner for school functions; (f) Providing support for lighting & sound system at school hall; (g) Providing I.T. support in a distributed networked video computing environment; (h) Installing, configuring, troubleshooting and updating hardware, software and network; (i) Providing small scale technical support in school webpage maintenance and information technology; (j) Work on shift or overtime may be required; and (k) Other duties assigned by the school.

Entry Requirements : (a) A Diploma in Information Technology (IT) or related subject from a Hong Kong tertiary educational institution, or equivalent with 1 year's IT training; (b) Experience in maintaining computer equipment and audio-visual systems; (c) Experience in managing and setting up the audio-visual equipment; (d) Experience in designing the banner and leaflet; (e) At least 2 years' experience in graphic design; (f) At least 2 years' relevant working experience and relevant working experience in school preferred; and (g) May be required to take trade test and/or written test.

Post : Information Technology Education Assistant Manager

Salary : \$21,500 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
LD5	Queen Elizabeth School	EDB/SRA/0355/26	-

Duties : (a) To assist in managing and operating computer equipment, network and servers including mobile computing devices and audio/video equipment; (b) To liaise with related vendors for daily maintenance of Information Technology facilities in school and handle related works; (c) To assist in

production of school video and audio item; (d) To assist in management of computer job processing and systems, including e-learning platforms, CloudSAMS, school intranet (e-class) and webpages; (e) To assist teachers in managing the setting of mobile devices; (f) To assist in maintenance of records and documentation; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a)(i) A diploma in Information Technology (IT) or related subject from a Hong Kong tertiary educational institution, or equivalent with at least 1 year's IT training; or (ii) A diploma from a Hong Kong tertiary educational institution, or equivalent with at least 2 years' working experience in IT field; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) At least 1 year relevant experience in Network Support in WAN/LAN implementation and maintenance; (d) Knowledge of network management systems, network equipment and communication protocols; (e) Experience in supporting and managing web services; (f) Good command of written Chinese and English; and fluent in Cantonese and English; and (g) May be required to take trade test and/or written test. [Remarks: This post is open to male and female applicants.]

Post : Technical Support Services Officer I

Salary : \$24,768 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB27	South Tuen Mun Government Secondary School	EDB/SRA/0349/26	-

Duties : (a) To support the use of computer hardware, software and network equipments including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (b) To support online learning platforms; (c) To support CloudSAMS and school intranet; (d) To design, develop and update school webpages; (e) To assist in promoting Information Technology education and operating audio-visual equipment; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completed Secondary 7 or completed Secondary 6 under the new academic structure or above, or equivalent; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) Familiar with common administration tasks for Windows server 2003/ 2008/ 2012/ 2016 or above; (d) Knowledge of network management, including: (i) network protocol (TCP/IP, Web service, etc); (ii) network equipment (firewalls, routers and switches, etc); (e) Relevant working experience in school preferred; (f) Good command of written Chinese and English, and fluent in Cantonese and English; and (g) May be required to take trade test and/or written test.

Post : Technical Support Services Officer I

Salary : \$20,770 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB28	Hennessy Road Government Primary School	EDB/SRA/0337/26	-

Duties : (a) To support the use of computer hardware, software and network equipment's including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (b) To support online learning platforms; (c) To support CloudSAMS and school intranet; (d) To design, develop and update school webpages; (e) To assist in promoting Information Technology education and operating audio-visual equipment; (f) Work on shift or overtime may be required ; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completed Secondary 5 or above, or equivalent; (b) Holder of Microsoft Certified Professional (MCP) certification; (c) At least 1 year experience in network support in WAN/LAN; (d) Familiar with common administration tasks for Windows server 2016 or above; (e) Knowledge of network management, including network protocol and equipment; (f) Relevant working experience in school preferred; and (g) May be required to take trade test and/or written test.

Post : Technical Support Services Officer I

Salary : \$18,230 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
32	Sheung Shui Government Secondary School	EDB/SRA/0352/26	-

Duties : (a) To support the use of computer hardware, software and network equipments including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (b) To support online learning platforms; (c) To support CloudSAMS and school intranet; (d) To design, develop and update school webpages; (e) To assist in promoting Information Technology education and operating audio-visual equipment; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completed Secondary 7 or completed Secondary 6 under the new academic structure or above, or equivalent; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) Familiar with common administration tasks for Windows server 2003/2008/2012/2016 or above; (d) Knowledge of network management, including: (i) network protocol (TCP/IP, Web service, etc); (ii) network equipment (firewalls, routers and switches, etc); (e) Relevant working experience in school preferred; (f) Good command of written Chinese and English, and fluent in Cantonese and English; and (g) May be required to take trade test and/or written test.

Post : School Accounting Assistant

Salary : \$23,585 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB29	Sham Shui Po Government Primary School	EDB/SRA/0346/26	-

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 that the school complies with all government regulations in procurement, accounting and financial management; (f) To assist office daily operations and handle enquiries; (g) To provide at least 44 hours of stationing service at school per week; (h) Work on shift or overtime may be required; and (i) 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 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) At least 3 year's relevant work experience; (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 : Senior Accounting Clerk

Salary : \$22,128 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB30	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0344/26	-

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 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) 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.

Post : Student Affairs Assistant

Salary : \$16,135 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
33	Tuen Mun Government Secondary School	EDB/SRA/0338/26	-

Duties : (a) To assist teachers in organizing and promoting student learning activities inside and outside school; (b) To provide supervision and guidance to students during extra-curricular activities (camps, visits, exchange, competitions, field trips, etc.); (c) To assist the teacher librarian in library activities and reading schemes; (d) To handle files, documents and correspondence related to students learning; (e) Work on shift or overtime may be required; and (f) Any other duties assigned by the school.

Entry Requirements : (a) Completed secondary 6 or above, or equivalent; (b) Be caring, patient and be able to handle student affairs independently; (c) Familiar with the operation of school library; (d) Experience in computer operation, use of audio-visual equipment, video recording and editing work preferred; (e) Knowledge in first aid; (f) School working experience preferred; and (g) May be required to take trade test and/or written test.

Post : Janitor Foreman

Salary : \$15,690 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB31	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0343/26	-

Duties : (a) To supervise janitor's works and allocate their duties; (b) To dispatch document and handle clerical duties; (c) To inspect the school, report repairs and follow-up maintenance works; (d) To take care of sick and injured students and call ambulance if necessary; (e) Work on shift or overtime may be required; and (f) 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 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 :

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)-(33), (CSB1)-(CSB31) and (LD1)-(LD5) : 2 July 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 (21)-(24), (CSB20)-(CSB21) and (LD1)-(LD4), 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>
Bonham Road Government Primary School	9A Bonham Road, Hong Kong	cicbrgps@edb.gov.hk	2517 1216
Fanling Government Primary School	Cheung Wah Estate, Fanling, New Territories	fgps_job@edb.gov.hk	2669 2024
Farm Road Government Primary School	8 Farm Road, Tokwawan, Kowloon	yywypoon@edb.gov.hk	2711 0682
Hong Kong Southern District Government Primary School	325, Ap Lei Chau Bridge Road, Ap Lei Chau, Hong Kong	recruithksdgps@edb.gov.hk	2551 0030
Hoi Pa Street Government Primary School	1 Kai Chi Close, Tsuen Wan, New Territories	cichpsgps@edb.gov.hk	2490 2828
Hennessy Road Government Primary School	169 Thomson Road, Wanchai, Hong Kong	hrgpsinfo@edb.gov.hk	2572 6633
Kwun Tong Government Primary School (Sau Ming)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong,	ktgpssmr@edb.gov.hk	2709 2220

Road)	Kowloon		
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Ngau Tau Kok, Kowloon	ktgps@edb.gov.hk	2756 0762
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	lcugps_recruit@edb.gov.hk	2386 8049
North Point Government Primary School	888 King's Road, North Point, Hong Kong	npgps@edb.gov.hk	2561 7130
Sir Ellis Kadoorie (Sookunpo) Primary School	9 Eastern Hospital Road, Sookunpo, Hong Kong	sekps@edb.gov.hk	2577 3489
Sham Shui Po Government Primary School	101 Sham Mong Road, Sham Shui Po, Kowloon	sspgps@edb.gov.hk	2959 0555
South Yuen Long Government Primary School	No. 21, Lam Hau Tsuen Road, Yuen Long, New Territories	sylgps@edb.gov.hk	2478 1230
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories	tswgps@edb.gov.hk	2447 4288
Tsuen Wan Government Primary School	600 Castle Peak Road, Tsuen Wan, New Territories	twgps@edb.gov.hk	2415 6313
Arts & Technology Education Centre	145 Junction Road, Lok Fu, Kowloon	atec_recruit@edb.gov.hk	2336 0902
Cheung Chau Government Secondary School	5B School Road, Cheung Chau, New Territories	cicccgss@edb.gov.hk	2981 0514
Chiu Lut Sau Memorial Secondary School	7 Tai Yuk Road, Yuen Long, New Territories	clsmss_hr@edb.gov.hk	2477 8237
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	hlms_recruit@edb.gov.hk	2694 1414
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	recruit_tpdss@edb.gov.hk	2664 3032
Queen Elizabeth School	152 Sai Yee Street, Mongkok, Kowloon	recruitmentqes@edb.gov.hk	2380 9621
Sheung Shui Government Secondary School	21 Pak Wo Road, Sheung Shui, New Territories	ssgss@edb.gov.hk	2668 0628
South Tuen Mun Government Secondary School	218 Wu Shan Road, Tuen Mun, New Territories	stmgs@edb.gov.hk	2404 5506
Tuen Mun Government Secondary School	393 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories	tmgs@edb.gov.hk	2458 0459
Tin Shui Wai Government Secondary School	Phase II Tin Yiu Estate, Tin Shui Wai, New Territories	tswgss@edb.gov.hk	2445 0967