

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 27 June 2025

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Information Technology Resources Officer</u>	\$27,475
2.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
3.	<u>Teaching Assistant (Matriculated)</u>	\$17,185
4.	<u>Accounting Clerk</u>	\$19,455
5.	<u>General Clerk</u>	\$15,865
6.	<u>Semi-skilled Worker</u>	\$14,945
7.	<u>General Worker</u>	\$14,710
8.	<u>Student Guidance and Counselling Officer</u>	\$61,865
9.	<u>Student Guidance and Counselling Officer</u>	\$59,110
10.	<u>Student Guidance and Counselling Officer</u>	\$53,980
11.	<u>Student Guidance Supporting Officer</u>	\$49,230
12.	<u>School Administrative Executive</u>	\$35,080
13.	<u>Information Technology Manager</u>	\$33,405
14.	<u>Information Technology Manager</u>	\$33,405
15.	<u>Information Technology Education Manager</u>	\$31,795
16.	<u>Information Technology Resources Manager</u>	\$31,795
17.	<u>Information Technology Education Manager</u>	\$30,000
18.	<u>Assistant Social Service Officer</u>	\$25,100
19.	<u>Library Assistant</u>	\$22,096
20.	<u>Administrative Support Assistant</u>	\$20,000
21.	<u>Project Assistant</u>	\$17,200
22.	<u>Student Affairs Assistant</u>	\$16,135

Post : Information Technology Resources Officer**Salary : \$27,475 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
1	Farm Road Government Primary School	EDB/SRA/0273/25	-
2	Tin Shui Wai Government Primary School	EDB/SRA/0280/25	-
3	Queen Elizabeth School	EDB/SRA/0289/25	-
4	North Point Government Primary School (Cloud View Road)	EDB/SRA/0294/25	-
5	Li Cheng Uk Government Primary School	EDB/SRA/0300/25	10%

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: 1 year)**

No	Related subject / discipline	School	EDB Job No	Gratuity
6		Sheung Shui Government Secondary School	EDB/SRA/0278/25	-
7		South Tuen Mun Government Secondary School	EDB/SRA/0279/25	-
8	Information Technology	Tin Shui Wai Government Primary School	EDB/SRA/0283/25	-
9		Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SRA/0286/25	-
10	Healthy School Programme/Learning & Teaching	Queen Elizabeth School	EDB/SRA/0290/25	-

11	Student Supports/Chinese Language & Non-Chinese Speaking Students	Queen Elizabeth School	EDB/SRA/0291/25	-
12	English Language & Special Educational Needs	Queen Elizabeth School	EDB/SRA/0292/25	-
13	Science, Technology, Engineering, Art and Mathematics (STEAM)/Mathematics	Queen Elizabeth School	EDB/SRA/0293/25	-
14	Chinese Language	Li Cheng Uk Government Primary School	EDB/SRA/0301/25	-
15	Design	Li Cheng Uk Government Primary School	EDB/SRA/0302/25	-
16	Information Technology	Li Cheng Uk Government Primary School	EDB/SRA/0303/25	-
17	English Language	Li Cheng Uk Government Primary School	EDB/SRA/0304/25	-
18		Hoi Pa Street Government Primary School	EDB/SRA/0307/25	-
19		Kwun Tong Government Primary School	EDB/SRA/0311/25	-
20	Special Educational Needs	Sham Shui Po Government Primary School	EDB/SRA/0330/25	-
21	Non-Chinese Speaking Students	Sham Shui Po Government Primary School	EDB/SRA/0331/25	-
CSB1		Bonham Road Government Primary School	EDB/SRA/0288/25	-

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.

Additional duties/entry requirements:

Post (14) : Fluent in English speaking preferred; A diploma/degree in teaching Chinese at primary school preferred; To assist teacher in teaching non-Chinese speaking students to learn Chinese.

Post (15) : Fluent in English speaking preferred; A diploma / degree in design preferred; Familiar with software related to design preferred; To design school wall paint, newsletter and banner, etc.

Post (16) : Fluent in English speaking preferred; A diploma / degree in computer studies preferred; Familiar with the use of computer network and software preferred.; To assist in production of slides/videos for teaching; To prepare and operate computer facilities.

Post (17) : Fluent in both English and Cantonese speaking preferred.

Post : Teaching Assistant (Matriculated)

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

No	Related subject / discipline	School	EDB Job No	Gratuity
22		Homantin Government Secondary School	EDB/SRA/0298/25	-
23	Information Technology	Homantin Government Secondary School	EDB/SRA/0299/25	-
24		Tin Shui Wai Government Secondary School	EDB/SRA/0309/25	-
25	Special Educational Needs	Homantin Government Secondary School	EDB/SRA/0326/25	-

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) (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)

No	School	EDB Job No	Gratuity
26	Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SRA/0284/25	-

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)

No	School	EDB Job No	Gratuity
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27	Farm Road Government Primary School	EDB/SRA/0274/25	-
28	Sheung Shui Government Secondary School	EDB/SRA/0276/25	-
29	Tin Shui Wai Government Primary School	EDB/SRA/0281/25	-
30	Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SRA/0285/25	-
31	Homantin Government Secondary School	EDB/SRA/0295/25	-
32	Hoi Pa Street Government Primary School	EDB/SRA/0305/25	-
33	Tin Shui Wai Government Secondary School	EDB/SRA/0308/25	-

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 : Semi-skilled Worker

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

No	School	EDB Job No
34	Sheung Shui Government Secondary School	EDB/SRA/0277/25
35	Tin Shui Wai Government Primary School	EDB/SRA/0282/25
36	Homantin Government Secondary School	EDB/SRA/0296/25

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.

Additional duties/entry requirements:

Post (36) : Contract period up to 21 August 2026.

Post : General Worker

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

No	School	EDB Job No
37	Farm Road Government Primary School	EDB/SRA/0275/25
38	Homantin Government Secondary School	EDB/SRA/0297/25
39	Kwun Tong Government Primary School	EDB/SRA/0310/25
LD1	Bonham Road Government Primary School	EDB/SRA/0287/25
LD2	Hoi Pa Street Government Primary School	EDB/SRA/0306/25

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 : Student Guidance and Counselling Officer

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

No	School	EDB Job No	Gratuity
40	Hoi Pa Street Government Primary School	EDB/SRA/0322/25	-

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) Individual counselling and group work with proper case record and frequent case conferences; (e) Provide students related consultation service and training for teachers; (f) Early identify and intervene students in need; (g) Timely referrals of students in need to receive appropriate support services; (h) Providing services for students and parents on crisis management, counselling, small group and large-scale activities, referral services and mobilizing community resources; (i) Assisting school to develop guidance and counselling policies and system, designing and implementing the Personal Growth Curriculum; (j) 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 a registered social worker under the Social Workers Registration Ordinance; and (c) At least 5 years' relevant working experience.

Post : Student Guidance and Counselling Officer

Salary : \$59,110 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
41	Farm Road Government Primary School	EDB/SRA/0312/25	-

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; 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 a registered social worker under the Social Workers Registration Ordinance; (c) A certificate in 'Play Therapy' course or Projective Drawing Analyst; (d) At least 8 years of social work experience on student guidance and counselling service in school; and (e) May be required to take trade test and/or written test.

Post : Student Guidance and Counselling Officer

Salary : \$53,980 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
42	Yuen Long Government Primary School	EDB/SRA/0325/25	-

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 a registered social worker under the Social Workers Registration Ordinance; (c) At least 5 years of social work experience on student guidance and counselling service in school; and (d) May be required to take trade test and/or written test.

Post : Student Guidance Supporting Officer

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

No	School	EDB Job No	Gratuity
43	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0323/25	-

Duties : (a) To cater for the developmental needs of all students; (b) To provide preventive and developmental Personal Growth Programs; (c) To provide students related consultation service and training for teachers; (d) Early identification and intervention for students in need; (e) Timely referrals of students in need to receive appropriate support services; (f) To provide services for students and parents on crisis management, counselling, small group and large-scale activities, referral services and mobilizing community resources; (g) To provide services for students and parents on crisis management, counselling, small group and large-scale activities, referral services and mobilizing community resources; (h) To promote home-school cooperation; (i) To provide at least 44 hours of stationing service at school; (j) Work on shift, overtime or weekends/public holidays according to operational needs; and (k) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma from a Hong Kong tertiary educational institution 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 5 years of social work experience on student guidance and counselling service in primary school; (d) Work on Saturday, Sunday and public holidays according to operational needs; and (e) May be required to take trade test and/or written test.

Post : School Administrative Executive

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

No	School	EDB Job No	Gratuity
44	Tuen Mun Government Secondary School	EDB/SRA/0318/25	10%
45	Ma Tau Chung Government Primary School	EDB/SRA/0320/25	10%
46	Hoi Pa Street Government Primary School	EDB/SRA/0321/25	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) 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 a 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
47	Chiu Lut Sau Memorial Secondary School	EDB/SRA/0317/25	10%

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 STEAM 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) 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 in Computer Science, Computer Engineering or related subjects, or equivalent; or A Higher Diploma in Information Technology (IT) or related subject from a Hong Kong tertiary educational institution, or equivalent, with at least 2 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 2016 / 2019 / 2022 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. [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
48	Tin Shui Wai Government Secondary School	EDB/SRA/0329/25	-

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 degree in Information Technology (IT) or related subject, or equivalent; (b) 2 years of experience in system administration and end-user support; (c) 2 years of experience in managing network infrastructure, servers & PC hardware; (d) 2 years of 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 AI, 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 Education Manager

Salary : \$31,795 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
49	Kwun Tong Kung Lok Government Secondary School	EDB/SRA/0315/25	-

Duties : (a) To manage, operate and monitor computer equipment, network and server, including mobile computing devices and audio/ video equipment; (b) To assist in the development of the school-based IT as well as STEM Education curriculum, programmes, activities and platforms; (c) To assist in the management of computer processing and systems, including CloudSAMS, e-learning platforms, school intranet and webpages; (d) To assist in procurement of IT equipment and services, contract administration, site preparation, and management of IT assets and external suppliers; to assist in the implementation of WiFi 900 programmes and organization of in-house IT workshops for staff; (e) To provide IT related technical support, such as classroom teaching and STEM education programmes and activities; and to assist in the maintenance of records and documentation, as well as the IT hardware and software; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) (i) A Higher 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 Higher Diploma from a Hong Kong tertiary educational institution, or equivalent with at least 2 years' working experience in IT field; (b) (i) Holder of Microsoft Certified Professional (MCP) certification; and (ii) Experience in operating for Windows Server 2003/2008/2012/2016 or above preferred; (c) Knowledge of network management systems, network equipment and communication protocols; At least 1 year relevant experience in Network Support in WAN/LAN implementation and maintenance; Solid experience in performing user IT support and assisting in incident management/ trouble shooting; (d) Familiar with Microsoft failover cluster, Microsoft Hyper-V operation and Veeam Backup and Replication software preferred; (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. [Remarks: This post is open to male and female applicants.]

Post : Information Technology Resources Manager

Salary : \$31,795 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
50	Kwun Tong Government Primary School	EDB/SRA/0328/25	-

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; and (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 support and assist in managing online learning platforms, CloudSAMS and school intranet; (f) To assist in managing and operating the audio-visual facilities in schools, including the stage lighting and Campus TV; (g) Work on shift or overtime may be required; and (h) 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) Relevant working experience in school preferred; (c) Holder of Microsoft Certified Professional (MCP) Certification preferred; Experience in operating for Windows Server 2003 / 2008 / 2012 /2016 or above preferred; Experience in operating Linux System preferred; (d) A good command of Chinese and English; (e) Familiar with the use of the general desktop computer and tablet software, such as word-processing, spreadsheet, presentation and graphic design programmes; and (f) May be required to take trade test and/or written test. [Remarks: This post is open to male and female applicants.]

Post : Information Technology Education Manager

Salary : \$30,000 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
51	Queen's College	EDB/SRA/0316/25	-

Duties : (a) To supervise the operation of information systems and school intranet (eClass); (b) To assist teachers in the implementation of online learning platforms, videos and educational materials; (c) To assist in managing and operating the school wired and WiFi network; (d) To liaise with related vendors for daily maintenance of IT facilities in school; (e) To assess IT Education training needs, evaluate program effectiveness; (f) To assist with in-house IT Education training for teachers; (g) To support the use of computer hardware, software and network equipment in school; (h) To manage the technical support staff deployed by the service contractor; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma / Associate Degree in Information Technology(IT), or related subject from a Hong Kong tertiary educational institution, or equivalent, or Higher Diploma / Associate Degree in any subject from a Hong Kong tertiary educational institution, or equivalent with at least 2 years post-qualification full-time working experience in IT field; (b) Holder of Microsoft Certified System Engineer (MCSE), Cisco Certified Network Associate (CCNA), or equivalent preferred; (c) At least 2 years of relevant experience in Network Support in WAN/LAN implementation and maintenance; (d) Knowledge of network management systems, network equipment and communication protocols; (e) Familiar with Microsoft failover cluster, Microsoft Hyper-V operation and Veeam Backup and Replication software preferred; (f) Solid experience in performing user IT support, assisting in incident management / troubleshooting, managing school IT systems (e.g. eClass, Google Workspace for Education, MDM, etc.), computer hardware, software and livestreaming preferred; (g) Working experience in educational institutions preferred; (h) Good command of written Chinese and English and fluent in Cantonese and English; and (i) May be required to take trade test and/or written test. [Remarks: This post is open to male and female applicants.]

Post : Assistant Social Service Officer

Salary : \$25,100 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
52	Kwun Tong Kung Lok Government Secondary School	EDB/SRA/0314/25	-

Duties : (a) To participate in taking care of students with special educational needs (SEN); (b) To develop positive behavioral intervention strategies for students with SEN; (c) To counsel and assist students in developing appropriate social skills; (d) To liaise with parents and provide suitable programmes/activities for students with SEN; (e) To provide alternative learning activities for students; (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 equivalent; (b) Registered as a registered social worker under the Social Workers Registration Ordinance; (c) At least 1 year's relevant working experience; (d) Experience in handling students with special educational needs; (e) Good communication, interpersonal and organizational skill; (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 : Library Assistant

Salary : \$22,096 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
53	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0324/25	-

Duties : (a) To assist in different projects in order to further support the school's reading programme; (b) To assist in the implementation and execution of activities organized by the school, the library or other organizations which includes providing assistance in or outside of school during activities; (c) To assist in daily library operation; (d) To participate in collection development for the print and non-print resources of the library; (e) To assist in managing the library facilities and premises; (f) To assist in

stores, procurement and tendering; (g) To perform counter duties in a professional and prompt manner; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

Entry Requirements : (a) A diploma from a Hong Kong tertiary educational institution, or equivalent; relevant professional qualification in Library or Information Management preferred; (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; (c) Relevant working experience listed below preferred : (i) working in a library; (ii) management of school's library; (iii) store, procurement and tendering of the print and non-print materials of the library; or (iv) managing the management system of Library Master 6.0 and database; (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 : Administrative Support Assistant

Salary : \$20,000 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
54	Farm Road Government Primary School	EDB/SRA/0313/25	-

Duties : (a) To assist in handling general administrative duties for school and project work, meeting minutes, notices; (b) To assist in 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 3 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) Computer application knowledge; and (e) May be required to take trade test and/or written test.

Post : Project Assistant

Salary : \$17,200 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
55	Yuen Long Public Secondary School	EDB/SRA/0327/25	-

Duties : (a) To provide supporting service of the Other Learning Experience (OLE) committee to organize OLE activities of the students; (b) To assist the Audio Visual (AV) & Information Technology (IT) committees in the development, operation and maintenance of audio, video and computer facilities installed in the school premises; (c) To be responsible for the backdrop and stage design and production, and design and production of exhibition booth, banners, posters and advertising boards; (d) Work on shift or overtime may be required; and (e) Any other duties assigned by the school.

Entry Requirements : (a) (i) Level 2 (Note 1) or above in five subjects including Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent (Note 2); or (ii) Level 2/Grade E (Note 2) or above in five subjects including Mathematics in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent (Note 2); (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; and (c) Chinese word processing speed of 20 words per minute and English word processing speed of 30 words per minute and knowledge in the application of common business software; and (d) 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
56	Tuen Mun Government Secondary School	EDB/SRA/0319/25	-

Duties : (a) To assist teachers in organizing and promoting student learning activities inside and outside school; (b) To supervise and guide students during extra-curricular activities; (c) To provide assistance 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 under the new academic structure or above, or equivalent; (b) Be caring and patient, and be able to handle student affairs independently; (c) Familiar with the operation of school library; (d) Possess experience in computer operation, and use of audio-visual equipment, video recording and editing work preferred; (e) Knowledge in first aid; (f) Relevant working experience in school preferred; and (g) 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)-(56), (CSB1) and (LD1)-(LD2) : 10 July 2025

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>
Bonham Road Government Primary School	9A Bonham Road, Hong Kong	cicbrgps@edb.gov.hk	2517 1216
Farm Road Government Primary School	8 Farm Road, Tokwawan, Kowloon	cheungkingyu@edb.gov.hk	2711 0682
Hoi Pa Street Government Primary School	1 Kai Chi Close, Tsuen Wan, New Territories	makwingbo@edb.gov.hk	2490 2828
Kwun Tong Government Primary School (Sau Ming Road)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon	ktgpssmr@edb.gov.hk	2709 2220
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@edb.gov.hk	2386 8049
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	judywyho@edb.gov.hk	2711 5548
North Point Government Primary School (Cloud View Road)	22 Cloud View Road, North Point, Hong Kong	cicnpgps_cvr@edb.gov.hk	2122 9494
Sir Ellis Kadoorie (Sookunpo) Primary School	9 Eastern Hospital Road, 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
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories	tswgps@edb.gov.hk	2447 4288
Yuen Long Government Primary School	Yau Chuen Street, Au Tau, Yuen Long, New Territories	ylgps_hr@edb.gov.hk	2476 1160
Chiu Lut Sau Memorial Secondary School	7 Tai Yuk Road, Yuen Long, New Territories	clsmss_hr@edb.gov.hk	2477 8237
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	hgss@edb.gov.hk	2711 2680
Kwun Tong Kung Lok Government Secondary School	90 Kung Lok Road, Kwun Tong, Kowloon	ktklgss_recruit@edb.gov.hk	2343 5059

Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	cicqc@edb.gov.hk	2576 1992
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	stmgss@edb.gov.hk	2404 5506
Tin Shui Wai Government Secondary School	Phase II Tin Yiu Estate, Tin Shui Wai, New Territories	tswgss@edb.gov.hk	2445 0967
Tuen Mun Government Secondary School	393 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories	tmgss@edb.gov.hk	2458 0459
Yuen Long Public Secondary School	22 Town Park Road South, Yuen Long, New Territories	ylpss@edb.gov.hk	2476 2357