

EDUCATION BUREAU

Non-Civil Service Vacancies

Publication Date: 5 July 2024

Government Secondary and Primary Schools

Contract Period : up to 31 August 2024

	Post Title	Salary
1.	General Worker	\$14,285

Contract Period : 1 year

	Post Title	Salary
1.	Administrative Assistant	\$26,675
2.	Information Technology Resources Officer	\$26,675
3.	Education Research Assistant	\$20,020
4.	Information Technology Resources Assistant	\$20,020
5.	Teaching Assistant (Diploma Level)	\$18,345
6.	Teaching Assistant (Matriculated)	\$16,685
7.	Teaching Assistant (School Certificate)	\$15,010
8.	Accounting Clerk	\$18,890
9.	General Clerk	\$15,405
10.	Semi-skilled Worker	\$14,510
11.	General Worker	\$14,285
12.	School Administrative Executive	\$34,060
13.	Administrative Support Assistant	\$20,160
14.	Senior Accounting Clerk	\$21,484
15.	Student Guidance and Counselling Officer	\$52,410
16.	Student Growth Development Officer	\$46,000
		\$47,795
17.	Student Support and Counselling Assistant	\$26,675
18.	Information Technology Manager	\$32,430
19.	Information Technology Education Manager	\$30,870
20.	Information Technology Education Manager	\$30,870
21.	Technical Support Service Officer	\$32,430
22.	Technical Support Services Officer I	\$24,047
		\$20,165
23.	Social Worker (Special Education Needs)	\$45,640
24.	Student Affairs Assistant	\$15,665
25.	Student Office Aide	\$15,400
26.	Library Assistant	\$21,453
27.	Hall Manager	\$18,965
28.	Research Assistant	\$18,345

29.	<u>Project Assistant</u>	\$16,695
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Post : General Worker

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

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
LD1	Wong Tai Sin Government Primary School	EDB/WTSGPS/290/24

Duties : (a) To perform school cleaning and labourer duties; (b) To print, receive and dispatch of documents; (c) To assist in receiving visitors; (d) To receive calls and answer general telephone enquiries; (e) To perform outdoor duties; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completion of Primary 6 or above; (b) Able to communicate in Chinese and simple English; (c) Knowledge in gardening, maintenance of appliances and furniture preferred; (d) Relevant working experience preferred; and (e) May be required to take trade test.

Closing date of application :

Post (LD1) :18 July 2024

How to apply :

You may obtain an application form [G.F. 340 (Rev. 7/2023)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>). To apply, please send the completed application form to the address below **on or before the closing date for application**. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>).

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

School Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Enquiry Telephone</u>
Wong Tai Sin Government Primary School	100 Ching Tak Street, Wong Tai Sin, Kowloon	2320 2437

Post : Administrative Assistant

Salary : \$26,675 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
1	Canton Road Government Primary School	EDB/SRA/0401/24	10%

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.

Additional duties/entry requirements:

Post (1) : Working experience in school preferred; To handle school accounting and financial duties; to manage the school accounts and financial records; to handle daily work in the school office; to be responsible for inventory and procurement matters; to assist in supervising minor staff.

Post : Information Technology Resources Officer

Salary : \$26,675 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
2	Li Cheng Uk Government Primary School	EDB/SRA/0337/24	10%
3	Tseung Kwan O Government Primary School	EDB/SRA/0351/24	-
4	Tong Mei Road Government Primary School	EDB/SRA/0374/24	-

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, Web-based School Administration and Management System (WebSAMS) 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 : Education Research Assistant

Salary : \$20,020 per month (Contract Period: 1 year)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
5	Tsuen Wan Government Primary School	EDB/SRA/0369/24	-

Duties : (a) To assist in data collection and analysis to support the school development projects; (b) To assist in administrative duties on teaching and learning and curriculum research; (c) To assist in production of slides/videos for teaching; (d) To design, develop and update the school webpages; (e) To prepare and operate computer facilities; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent; (b) Relevant experience in research, computer operation and/or teaching; (c) A good command of both Chinese and English; (d) Familiar with the use of the computer network and webpage design software, such as Dreamweaver and Flash; and (e) May be required to take trade test and/or written test.

Post : Information Technology Resources Assistant

Salary : \$20,020 per month (Contract Period: 1 year)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
6	Tseung Kwan O Government Primary School	EDB/SRA/0352/24	-

Duties : (a) To assist in managing and operating the computers and Information Technology (IT) facilities in school; (b) To liaise with related vendors for daily maintenance of IT facilities in school and handle related works; (c) To assist in production of slides/videos for teaching; (d) To design, develop and update the school webpages; (e) To support online learning platforms, Web-based School Administrative and Management System (WebSAMS) and school intranet; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent, majoring in Information Technology (IT) or related subjects preferred; (b) Relevant experience in computer operation and technical support; (c) A good command of both Chinese and English; (d) Familiar with the use of the computer network and software, such as Microsoft Office, Adobe, Dreamweaver and Flash, etc.; and (e) May be required to take trade test and/or written test.

Post : Teaching Assistant (Diploma Level)

Salary : \$18,345 per month (Contract Period: 1 year)

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
7		South Tuen Mun Government Secondary School	EDB/SRA/0210/24	-
8	Special Educational Needs	Belilios Public School	EDB/SRA/0318/24	-
9	General	Belilios Public School	EDB/SRA/0319/24	-
10	Student Supports/Chinese Language & Non-Chinese Speaking Students	Queen Elizabeth School	EDB/SRA/0321/24	-
11	English Language & Special Educational	Queen Elizabeth School	EDB/SRA/0322/24	-

	Needs			
12	Science, Technology, Engineering, Art and Mathematics (STEAM)/Mathematics	Queen Elizabeth School	EDB/SRA/0323/24	-
13		Hoi Pa Street Government Primary School	EDB/SRA/0333/24	-
14	Chinese Language	Li Cheng Uk Government Primary School	EDB/SRA/0341/24	-
15	Design	Li Cheng Uk Government Primary School	EDB/SRA/0342/24	-
16	Information Technology	Li Cheng Uk Government Primary School	EDB/SRA/0343/24	-
17	English Language (Non-Chinese Speaking Students)	Li Cheng Uk Government Primary School	EDB/SRA/0344/24	-
18	Special Educational Needs	North Point Government Primary School	EDB/SRA/0345/24	-
19	Non-Chinese Speaking Students	North Point Government Primary School	EDB/SRA/0346/24	-
20	Information Technology	North Point Government Primary School	EDB/SRA/0347/24	-
21	Science	North Point Government Primary School	EDB/SRA/0348/24	-
22	Design	North Point Government Primary School	EDB/SRA/0349/24	-
23	General	North Point Government Primary School	EDB/SRA/0350/24	-
24	Special Educational Needs	Tseung Kwan O Government Primary School	EDB/SRA/0354/24	-
25		Tsuen Wan Government Primary School	EDB/SRA/0372/24	-
26	Special Educational Needs	Tong Mei Road Government Primary School	EDB/SRA/0377/24	-
27		Tseung Kwan O Government Secondary School	EDB/SRA/0384/24	-
28		Tin Shui Wai Government Primary School	EDB/SRA/0388/24	-
29	Chinese Language/English Language/Mathematics	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0395/24	-
CSB1		Jordan Road Government Primary School	EDB/SRA/0334/24	-

Duties : (a) To assist teachers in handling non-teaching duties; (b) To assist in preparing teaching tools, materials and references; (c) To facilitate extra-curricular and students' activities; (d) To provide academic and counseling support for students; (e) To prepare data for school self-evaluation and external school review; (f) To conduct teaching-related analysis and survey; (g) To design webpage for teaching; (h) To provide support for students with special educational needs and handle related administrative work; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma from a Hong Kong tertiary educational institution, or equivalent; (b) Major in related subjects preferred; (c) A good command of both Chinese and English; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (e) Relevant working experience preferred; and (f) May be required to take trade test and/or written test.

Additional duties/entry requirements:

- Post (14)** : To assist teacher in teaching non-Chinese speaking students to learn Chinese; Fluent in English speaking preferred; A diploma/degree in teaching Chinese at primary school preferred.
- Post (15)** : To design school wall paint, newsletter and banner, etc.; Fluent in English speaking preferred; A diploma / degree in design preferred; Familiar with software related to design preferred.
- Post (16)** : To assist in the production of slides/videos for teaching; To prepare and operate computer facilities; Fluent in English speaking preferred; A diploma / degree in computer studies preferred; Familiar with the use of computer network and software preferred.
- Post (17)** : To assist in answering enquires and communicate with Urdu speaking parents; Fluent in English speaking and able to communicate in Urdu preferred.

Post : Teaching Assistant (Matriculated)

Salary : \$16,685 per month (Contract Period: 1 year)

No	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
30		Homantin Government Secondary School	EDB/SRA/0314/24	-
31	Information Technology	Homantin Government Secondary School	EDB/SRA/0315/24	-
32		Tin Shui Wai Government Secondary School	EDB/SRA/0327/24	-
33	General	Tseung Kwan O Government Primary School	EDB/SRA/0355/24	-
34	Special Educational Needs	Tong Mei Road Government Primary School	EDB/SRA/0378/24	-
35	Non-Chinese Speaking Students	Tong Mei Road Government Primary School	EDB/SRA/0379/24	-
36		Tong Mei Road Government Primary School	EDB/SRA/0380/24	-
CSB2		Bonham Road Government Primary School	EDB/SRA/0329/24	-

Duties : (a) To assist teachers in handling non-teaching duties; (b) To assist in preparing teaching tools, materials and references; (c) To facilitate extra-curricular and students' activities; (d) To provide academic and counseling support for students; (e) To prepare data for school self-evaluation and external school review; (f) To conduct teaching-related analysis and survey; (g) To design webpage for teaching; (h) To provide support for students with special educational needs and handle related administrative work; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

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

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

Post : Teaching Assistant (School Certificate)

Salary : \$15,010 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>
37	Non-Chinese Speaking Students	Tseung Kwan O Government Secondary School	EDB/SRA/0385/24	-

Duties : (a) To assist teachers in handling non-teaching duties; (b) To assist in preparing teaching tools, materials and references; (c) To facilitate extra-curricular and students' activities; (d) To provide academic and counseling support for students; (e) To prepare data for school self-evaluation and external school review; (f) To conduct teaching-related analysis and survey; (g) To design webpage for teaching; (h) To provide support for students with special educational needs and handle related administrative work; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

Entry Requirements : (a) (i) Level 2 (Note 1) or above in five subjects including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Level 2 (Note 2) / Grade E or above in five subjects including Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) 1 year's relevant working experience in education field; (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 : Accounting Clerk

Salary : \$18,890 per month (Contract Period: 1 year)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
38	Belilios Public School	EDB/SRA/0316/24	-
39	Tin Shui Wai Government Secondary School	EDB/SRA/0324/24	-
40	Tseung Kwan O Government Secondary School	EDB/SRA/0381/24	10%
CSB3	Bonham Road Government Primary School	EDB/SRA/0328/24	-

Duties : (a) To handle school accounting and financial duties; (b) To manage the school accounts and financial records; (c) To be responsible for inventory and procurement; (d) Work on shift or overtime may be required; and (e) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma in Accounting or related subject from a Hong Kong tertiary educational institution, or equivalent; (b) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (c) Working experience in school preferred; and (d) May be required to take trade test and/or written test.

Post : General Clerk

Salary : \$15,405 per month (Contract Period: 1 year)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
41	Homantin Government Secondary School	EDB/SRA/0311/24	-
42	Tin Shui Wai Government Secondary School	EDB/SRA/0325/24	-

43	Hoi Pa Street Government Primary School	EDB/SRA/0332/24	-
44	Li Cheng Uk Government Primary School	EDB/SRA/0338/24	10%
45	Cheung Chau Government Secondary School	EDB/SRA/0367/24	-
46	Tsuen Wan Government Primary School	EDB/SRA/0370/24	-
47	Tong Mei Road Government Primary School	EDB/SRA/0375/24	-
48	Tseung Kwan O Government Secondary School	EDB/SRA/0382/24	-
49	Tin Shui Wai Government Primary School	EDB/SRA/0386/24	-
50	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0393/24	-
CSB4	Jordan Road Government Primary School	EDB/SRA/0335/24	-
LD1	Bonham Road Government Primary School	EDB/SRA/0330/24	-

Duties : (a) To perform general clerical duties; (b) To handle student affairs, including data-input; (c) To assist teachers in arranging non-teaching activities; (d) To assist in supervising minor staff; (e) To answer enquiries from parents or members of the public; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completion of Secondary 5, or equivalent; (b) A good command of both Chinese and English, Level 2 (Note 2) or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent preferred; (c) Working experience in school preferred; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (e) May be required to take trade test and/or written test.

Post : Semi-skilled Worker

Salary : \$14,510 per month (Contract Period: 1 year)

No	School	EDB Job No
51	Li Cheng Uk Government Primary School	EDB/SRA/0339/24
52	Tseung Kwan O Government Primary School	EDB/SRA/0353/24
53	Tin Shui Wai Government Primary School	EDB/SRA/0387/24
54	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0394/24
LD2	Bonham Road Government Primary School	EDB/SRA/0331/24

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 (51) : To print, receive and dispatch of documents; To perform outdoor duties; Experience in operating office machine and equipment preferred; Knowledge in gardening, maintenance of appliances and furniture preferred.

Post (54) : Working experience in Home Economics Room preferred; To prepare ingredients for Home Economics lesson.

Post : General Worker

Salary : \$14,285 per month (Contract Period: 1 year)

No	School	EDB Job No
55	Homantin Government Secondary School	EDB/SRA/0313/24
56	Belilios Public School	EDB/SRA/0317/24
57	Queen Elizabeth School	EDB/SRA/0320/24
58	Tin Shui Wai Government Secondary School	EDB/SRA/0326/24
59	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0336/24
60	Li Cheng Uk Government Primary School	EDB/SRA/0340/24
61	Cheung Chau Government Secondary School	EDB/SRA/0368/24
62	Tsuen Wan Government Primary School	EDB/SRA/0371/24
63	Tong Mei Road Government Primary School	EDB/SRA/0376/24
64	Tseung Kwan O Government Secondary School	EDB/SRA/0383/24

Duties : (a) To perform school cleaning and labourer duties; (b) To print, receive and dispatch of documents; (c) To assist in receiving visitors; (d) To receive calls and answer general telephone enquiries; (e) To perform outdoor duties; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completion of Primary 6 or above; (b) Able to communicate in Chinese and simple English; (c) Knowledge in gardening, maintenance of appliances and furniture preferred; (d) Relevant working experience preferred; and (e) May be required to take trade test.

Additional duties/entry requirements:

Post (60) : To handle daily venue setup and labourer work for student extra-curricular activities; Experience in operating office machine and equipment preferred.

Post : School Administrative Executive

Salary : \$34,060 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
65	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0356/24	10%
66	Shau Kei Wan East Government Secondary School	EDB/SRA/0362/24	10%
67	Tin Shui Wai Government Secondary School	EDB/SRA/0366/24	10%
LD3	Wong Tai Sin Government Primary School	EDB/SRA/0404/24	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 : Administrative Support Assistant

Salary : \$20,160 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
68	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0397/24	-

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 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) Administrative experience is required; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (e) May be required to take trade test and/or written test.

Post : Senior Accounting Clerk**Salary : \$21,484 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
69	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0398/24	-

Duties : (a) To handle school accounting and financial duties; (b) To be responsible for stores and procurement; (c) To assist in managing school funds, accounts and financial records; (d) To update inventory records and handle store disposal; (e) To assist in ensuring that the school complies with all government regulations in procurement, accounting and financial management; (f) To assist office daily operations and handle enquiries; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma in Accounting or related subject from a Hong Kong tertiary educational institution, or equivalent; (b) Good command of both Chinese and English, Level 2 (Note 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 Guidance and Counselling Officer**Salary : \$52,410 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
70	Yuen Long Government Primary School	EDB/SRA/0361/24	-

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) At least 5 years of social work experience on student guidance and counselling in school; (c) May be required to take trade test and/or written test.

Post : Student Growth Development Officer

Salary : \$46,000 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
71	Fuk Wing Street Government Primary School	EDB/SRA/0358/24	-

Duties : (a) To co-operate with the School Guidance and Counselling Section in formulating guidance and counselling policies and writing specific work plans, as well as planning, coordinating, monitoring, evaluating and reviewing related counselling and guidance services in accordance with the school policy; (b) To provide individual and group counselling services to students, to write records of cases and to conduct regular follow-up meetings on cases; (c) To provide individual counselling, group counselling, identification and follow-up of students' cases, home visits for students in need, parent consultation service, parent referral service; (d) To provide counselling to students with special learning needs and assist in dealing with their emotional and behavioral problems; (e) To assist in the planning and organization of school-wide seminars for students, seminars/courses for parents, parent-child activities, and planning of school-based growth groups according to the needs of the school; (f) To assist in organize discipline leadership training programmes, talks and interviews for Primary 6 students on adaptation to secondary school; (g) To participate in grade training and counselling meetings and organize teacher training activities; (h) To assist schools in designing, implementing and evaluating "Personal Growth Education" and "Career Planning" programmes; and to plan and organize counselling activities to enable students to grow up healthily and develop their potentials; (i) To continuously evaluate the effectiveness of student counselling services in accordance with the school-based Self-Evaluation Mechanism; to conduct student questionnaire surveys after the completion of each support group and conduct Assessment Program for Affective and Social Outcomes (APASO) questionnaire analyses; (j) Being an integral member of the Crisis Team, assisting in the revision of the "Crisis Management" programme and policy; (k) To introduce community resources and assist schools in applying for external and district funds to support school-based counselling activities; (l) To assist the school in designing and implementing the Parents' Day, and to participate in the production of the school newsletter so as to let parents know about the school's counselling work; (m) To assist schools in optimizing the school-based attendance policy and implementing the "Attendance Policy"; (n) May be required to work irregular hours or overtime; and (o) Other duties as assigned by the school.

Entry Requirements : (a) Registered as a registered social worker under the Social Workers Registration Ordinance; (b) A Hong Kong bachelor's degree in Social Work or Student Guidance and Counselling, or equivalent; (c) Met the language proficiency requirements of 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; (d) At least 8 years' experience as a social worker or in youth services; (e) At least 5 years' experience in primary schools; and (f) May be required to take trade test and/or written test.

Post : Student Growth Development Officer

Salary : \$47,795 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
72	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0399/24	-

Duties : (a) To help students to build a sense of self-esteem and self-discipline as well as a positive and optimistic attitude, and to develop their potentials to the fullest and achieving healthy personal growth under a positive school climate; (b) To help students, to cultivate a respectful attitude towards others

and a sense of commitment, develop an interest in learning and establish harmonious interpersonal relationships as well as play a positive and active role in their family; (c) To strengthen the connection between family, school and the community in nurturing students so as to equip students with the ability to cope with various challenges of growth and work independently and positively; (d) To assist in the development of the school in the student guidance policy and the Annual Comprehension student Guidance Service Plan; (e) Develop and plan for the school in implementing student guidance service in the following areas: personal growth education, support service for parents and teachers, and responsive service for students with specific needs; (f) In charge of student guidance and comply caseworks and remedial program for personal growth; (g) May be required to work in another work location to meet service needs of the school; (h) Work on shift, overtime or weekends/public holidays according to operational needs; and (i) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree in Social Work, or equivalent; (b) Registered under the Social Workers Registration Ordinance in Hong Kong, Chapter 505; (c) A good command of both Chinese and English, Level 2 (Note) or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent preferred; (d) At least 7 years' experience working as an Assistant Social Work Officer or relevant experience, working experience as supervisor in primary school or Children and Youth Centre preferred; (e) May be required to take trade test and/or written test.

Post : Student Support and Counselling Assistant

Salary : \$26,675 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
73	Sha Tin Government Primary School	EDB/SRA/0360/24	-

Duties : (a) Collaborating with the original teacher to provide in-class support for students with weaker abilities; (b) To assist in preparing teaching tools, materials and references; (c) To collaborate with the teacher to provide guidance and care for students with special educational needs; (d) To prepare data for school self-evaluation and external school review and handle related administrative work; (e) To provide support on clerical work any other duties assigned by the school; (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 preferred; (c) 1 year's relevant working experience in education field (working experience in school preferred); (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; (f) With training on special educational needs preferred; and (g) May be required to take trade test and/or written test.

Post : Information Technology Manager

Salary : \$32,430 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
74	Sheung Shui Government Secondary School	EDB/SRA/0363/24	-

Duties : (a) To supervise the Information Technology (IT) support service in the school; (b) To operate, monitor and maintain computer facilities, networks and servers, including mobile devices and audio-visual and multimedia facilities; (c) To procure IT facilities and services, site preparations, management of IT asset and contractors; (d) To assist with records and document processing; (e) Maintain server equipment rooms; (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) To manage and maintain various e-learning platforms; (i) To manage the operation and application of Web-based School Administration and Management System (WebSAMS); (j) To design, develop and update school webpages and computer applications; (k) To assist in promoting IT education,

mobile learning and Science, Technology, Engineering, Art and Mathematics (STEAM) education and operating relevant equipment; (l) To assist in production of multimedia teaching materials; (m) Work on shift or overtime may be required; and (n) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree in Computer Science, Information Technology or related subjects, or equivalent; (b) At least 2 years of experience in operating WebSAMS in secondary school; (c) Holder of Microsoft Certified Professional (MCP) / Microsoft Certified Systems Engineer (MCSE) certification preferred; (d) Experience in operating Windows Server 2019 or above preferred; (e) Experience in operating computer network 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 : Information Technology Education Manager

Salary : \$30,870 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
75	Shau Kei Wan Government Secondary School	EDB/SRA/0391/24	10%

Duties : (a) To manage, operate, and monitor computer equipment, networks, servers, and mobile devices; (b) To assist in promoting IT education and operating audio-visual equipment; (c) To provide IT technical support for IT-related activities, such as classroom teaching and STEAM education programs; (d) To assist in managing computer processing and systems, including Web-based School Administration and Management System (WebSAMS), e-learning platforms, school intranet, and webpages etc; (e) To assist in IT equipment and service procurement, contract administration, site preparation, and management of assets and external suppliers; (f) To assist in upgrading the school wireless network infrastructure to WiFi 6 and organizing in-house IT workshops for staff; (g) To assist in maintaining inventory records, documentation, and IT hardware and software; (h) To assign work of subordinates and provide relevant on-job training; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma in Information Technology (IT) or related subject from a Hong Kong tertiary educational institution, or equivalent with at least 2 years' post-qualification full-time working experience in IT field; or a Higher Diploma in any subject from a Hong Kong tertiary educational institution, or equivalent with at least 3 years' full-time working experience in IT field; (b) Holder of Microsoft Certified Professional (MCP) or Microsoft Certified System Engineer (MCSE) on Windows Server 2019/2022, or equivalent preferred; (c) Solid experience in performing user information technology support and assisting in incident management/trouble shooting; (d) At least 2 years relevant experience in Network Support in WAN/ LAN implementation and maintenance, preferably in the Government, public organisations or school; (e) Knowledge of network management systems, network equipment and communication protocols; (f) Familiar with Microsoft Azure, Microsoft Failover Cluster, Microsoft Hyper-V operation, and Veeam Backup, Replication and Stable Diffusion software preferred; (g) Good command of written and spoken Chinese and English; 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 Education Manager

Salary : \$30,870 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
76	Queen Elizabeth School	EDB/SRA/0403/24	-

Duties : (a) To supervise the operation of Information Technology (IT) materials/equipment and computer systems; (b) To assist teachers in the implementation of online learning platforms, use of e-textbooks and e-learning materials; (c) To assist in managing and operating the school Wi-Fi network; (d) To liaise with related vendors for daily maintenance of IT facilities in school and handle related works; (e) To assist in production of school videos; (f) To support Web-based School Administrative and Management System (WebSAMS) and school intranet (e-class); (g) To support the use of computer

hardware, software and network equipment in school; (h) Work on shift or overtime may be required; and (i) 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) Holder of Microsoft Certified System Engineer (MCSE) (Windows Server 2012 R2), or equivalent preferred; (c) At least 1 year relevant experience in Network Support in WAN/LAN implementation and maintenance; (d) Familiar with network operating systems, network equipment and communication protocols; (e) Solid experience in supporting and managing web services; (f) Familiar with Microsoft failover cluster, Microsoft Hyper-V operation and Veeam Backup and Replication software preferred; (g) Good command of written Chinese and English and fluent in Cantonese and English; and (h) May be required to take trade test and/or written test. [Remarks : This post is open to male and female applicants.]

Post : Technical Support Service Officer

Salary : \$32,430 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
77	Yuen Long Government Primary School	EDB/SRA/0373/24	-

Duties : (a) Operating and monitoring computer equipment, network and data centre / server room facilities; (b) Providing user information technology (IT) support, helpdesk services, and assisting in incident management; (c) Assisting in management of computer job processing, system and security monitoring of IT services; (d) Assisting in procurement of IT equipment and services, contract administration, site preparation work, and management of IT asset and external suppliers; (e) Assisting in maintenance of records and documentation, and compilation of management statistics and reports; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) (i) Level 2 or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent; or (ii) Level 2 / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) , or equivalent; (b) 5 years' relevant experience in – (i) the control and operation of a computer system or computer application; or (ii) the provision of support services to terminal network users; and (c) May be required to take trade test and/or written test.

Post : Technical Support Services Officer I

Salary : \$24,047 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
78	South Tuen Mun Government Secondary School	EDB/SRA/0364/24	-

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 Web-based School Administrative and Management System (WebSAMS) 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) A Higher Diploma from a Hong Kong tertiary educational institution, 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.); and (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 : \$20,165 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
79	Hennessy Road Government Primary School	EDB/SRA/0357/24	-

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 Web-based School Administrative and Management System (WebSAMS) 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: (i) network protocol (TCP/IP, Web service, etc.); (ii) network equipment (firewalls, routers and switches, etc.); (f) Familiar with Web-based School Administrative and Management System (WebSAMS); and (g) Relevant working experience preferred.

Post : Technical Support Services Officer I

Salary : \$20,165 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
80	Homantin Government Secondary School	EDB/SRA/0390/24	-

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 Web-based School Administrative and Management System (WebSAMS) 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 of Secondary 7 or completed of 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 : Social Worker (Special Education Needs)

Salary : \$45,640 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
81	Sham Shui Po Government Primary School	EDB/SRA/0359/24	-

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) At least 5 years of social work experience on student guidance and counselling service in school; (c) May be required to take trade test and/or written test.

Post : Student Affairs Assistant

Salary : \$15,665 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
82	Tuen Mun Government Secondary School	EDB/SRA/0365/24	-

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 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) 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.

Post : Student Office Aide

Salary : \$15,400 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
83	Kwun Tong Government Secondary School	EDB/SRA/0400/24	-

Duties : (a) To perform general clerical and financial duties; (b) To handle student affairs, including data-input; (c) To provide support in library matters; (d) To answer enquiries from parents or members of the public; (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 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 : Library Assistant

Salary : \$21,453 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
84	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0396/24	-

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 : Hall Manager

Salary : \$18,965 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
85	Chiu Lut Sau Memorial Secondary School	EDB/SRA/0389/24	-

Duties : (a) Manage and operate professional stage lights and stage sound system; (b) Manage and operate campus television broadcasting, public address system and audio-visual equipment; (c) Production of school promotional videos, filming videos and photo-taking; (d) Any other duties assigned by the school; and (e) Work on shift or overtime may be required.

Entry Requirements : (a) A Diploma from a Hong Kong tertiary educational institution, or equivalent; (b) Possession of knowledge in professional stage light system and sound systems; (c) Possession of knowledge in campus television broadcasting, public address system and audio-visual equipment; (d) 2 years or above relevant experience preferred; and (e) May be required to take trade test and/or written test. [Remarks : This post is open to male and female applicants.]

Post : Research Assistant

Salary : \$18,345 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
86	Tuen Mun Government Primary School	EDB/SRA/0402/24	-

Duties : (a) Assist teachers in preparing and organizing learning and teaching resources and materials for primary school science subject;(b) Support collaborative lesson planning, classroom observation and assessment; (c) Collect and compile data required for research purposes; Organize and analyze research data obtained; (d) Work on shift or overtime may be required; and (e) Any other duties assigned by the school.

Entry Requirements : (a) A diploma from a Hong Kong tertiary educational institution, or equivalent; maior in science subject preferrd; (b) A good command of both Chinese and English; (c) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (d) Experience in facilitating extra-curricular and students' activities, working in primary schools and participating in research projects preferred; and (e) May be required to take trade test and/or written test.

Post : Project Assistant

Salary : \$16,695 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
87	Yuen Long Public Secondary School	EDB/SRA/0392/24	-

Duties : (a) Provide supporting service of the Other Learning Experience (OLE) committee to organize OLE activities of the students;(b) Assist the Audio Video (AV) & Information Technology (IT) committees in the development, operation and maintenance of audio, video and computer facilities installed in the school premises, and (c) 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 or above in five subjects including Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Level 2/Grade E or above in five subjects including Mathematics in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) Met the language proficiency requirements of Level 2 of above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; (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.

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)-(87), (CSB1)-(CSB4) and (LD1)-(LD3) : 18 July 2024

How to apply :

You may obtain an application form [G.F. 340 (Rev. 7/2023)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>). To apply, please send the completed application form to the address below **on or before the closing date for application**. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>).

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

School Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Enquiry Telephone</u>
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Bonham Road Government Primary School	9A Bonham Road, Hong Kong	2517 1216
Canton Road Government Primary School	178 Canton Road, Tsimshatsui, Kowloon	2366 1530
Fuk Wing Street Government Primary School	231 Fuk Wing Street, Shamshuipo, Kowloon	2386 9426
Hoi Pa Street Government Primary School	1 Kai Chi Close, Tsuen Wan, New Territories	2490 2828
Hennessy Road Government Primary School (Causeway Bay)	3 Eastern Road, Causeway Bay, Hong Kong	2157 2788
Hennessy Road Government Primary School	169 Thomson Road, Wanchai, Hong Kong	2572 6633
Jordan Road Government Primary School	1B Nanking Street, Yaumatei, Kowloon	2332 4249
Kwun Tong Government Primary School (Sau Ming Road)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon	2709 2220
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	2386 8049
North Point Government Primary School	888 King's Road, Quarry Bay, Hong Kong	2561 7130
Sham Shui Po Government Primary School	101 Sham Mong Road, Sham Shui Po, Kowloon	2959 0555
Sha Tin Government Primary School	Sun Tin Wai Estate, Sha Tin, New Territories	2604 9867
Tseung Kwan O Government Primary School	Hau Tak Estate Phase II, Tseung Kwan O, New Territories	2701 2886
Tuen Mun Government Primary School	Siu Hong Court, Tuen Mun, New Territories	2465 1662
Tong Mei Road Government Primary School	170 Tong Mei Road, Mongkok, Kowloon	2393 0800
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories	2447 4288
Tsuen Wan Government Primary School	600 Castle Peak Road, Tsuen Wan, New Territories	2415 6313
Wong Tai Sin Government Primary School	100 Ching Tak Street, Wong Tai Sin, Kowloon	2320 2437
Yuen Long Government Primary School	Yau Chuen Street, Au Tau, Yuen Long, New Territories	2476 1160
Belilios Public School	51 Tin Hau Temple Road, North Point, Hong Kong	2571 8018
Cheung Chau Government Secondary School	5B School Road, Cheung Chau, New Territories	2981 0514
Chiu Lut Sau Memorial Secondary School	7 Tai Yuk Road, Yuen Long, New Territories	2477 8237
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	2694 1414
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	2711 2680

Kwun Tong Government Secondary School	9 Shun Chi Street, Shun Lee Estate, Kowloon	2343 6220
Queen Elizabeth School	152 Sai Yee Street, Mongkok, Kowloon	2380 9621
Shau Kei Wan East Government Secondary School	40 Chai Wan Road, Shaukeiwan, Hong Kong	2560 2677
Shau Kei Wan Government Secondary School	42 Chai Wan Road, Shaukeiwan, Hong Kong	2560 3544
Sheung Shui Government Secondary School	21 Pak Wo Road, Sheung Shui, New Territories	2668 0628
South Tuen Mun Government Secondary School	218 Wu Shan Road, Tuen Mun, New Territories	2404 5506
Tseung Kwan O Government Secondary School	2 King Yin Lane, Tseung Kwan O, New Territories	2704 0051
Tuen Mun Government Secondary School	393 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories	2458 0459
Tin Shui Wai Government Secondary School	Phase II Tin Yiu Estate, Tin Shui Wai, New Territories	2445 0967
Yuen Long Public Secondary School	22 Town Park Road South, Yuen Long, New Territories	2476 2357