

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 26 June 2026**

**Government Secondary and Primary Schools**

**Contract Period : 1 year**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>Information Technology Resources Assistant</u></a>	<b>\$20,620</b>
2.	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	<b>\$18,895</b>
3.	<a href="#"><u>General Clerk</u></a>	<b>\$15,865</b>
4.	<a href="#"><u>Semi-skilled Worker</u></a>	<b>\$14,945</b>
5.	<a href="#"><u>General Worker</u></a>	<b>\$14,710</b>
6.	<a href="#"><u>Student Guidance and Counselling Officer</u></a>	<b>\$61,865</b>
7.	<a href="#"><u>Assistant Social Service Officer</u></a>	<b>\$25,115</b>
8.	<a href="#"><u>School Accounting Assistant</u></a>	<b>\$23,585</b>

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>1</b>	<b>Tong Mei Road Government Primary School</b>	<b>EDB/SRA/0369/26</b>	<b>-</b>

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

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

**Post : Teaching Assistant (Diploma Level)****Salary : \$18,895 per month (Contract Period: 1 year)**

<b>No</b>	<b>Related subject / discipline</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>2</b>		<b>Tin Shui Wai Government Primary School</b>	<b>EDB/SRA/0367/26</b>	<b>-</b>
<b>3</b>	<b>Special Educational Needs</b>	<b>Tong Mei Road Government Primary School</b>	<b>EDB/SRA/0370/26</b>	<b>-</b>
<b>4</b>	<b>Special Educational Needs</b>	<b>North Point Government Primary School</b>	<b>EDB/SRA/0375/26</b>	<b>-</b>
<b>5</b>	<b>Science</b>	<b>North Point Government Primary School</b>	<b>EDB/SRA/0376/26</b>	<b>-</b>
<b>6</b>		<b>North Point Government Primary School</b>	<b>EDB/SRA/0377/26</b>	<b>-</b>
<b>CSB1</b>	<b>Chinese Language</b>	<b>Kwun Tong Kung Lok Government Secondary School</b>	<b>EDB/SRA/0359/26</b>	<b>-</b>
<b>CSB2</b>	<b>English Language</b>	<b>Kwun Tong Kung Lok Government Secondary School</b>	<b>EDB/SRA/0360/26</b>	<b>-</b>
<b>CSB3</b>	<b>Chinese Language</b>	<b>Queen's College</b>	<b>EDB/SRA/0361/26</b>	<b>-</b>
<b>CSB4</b>	<b>English Language</b>	<b>Queen's College</b>	<b>EDB/SRA/0362/26</b>	<b>-</b>
<b>CSB5</b>	<b>Mathematics</b>	<b>Queen's College</b>	<b>EDB/SRA/0363/26</b>	<b>-</b>
<b>CSB6</b>	<b>Special Educational Needs</b>	<b>Queen's College</b>	<b>EDB/SRA/0364/26</b>	<b>-</b>

**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 (3)** : Experience in providing support for SEN students or studied related subjects preferred.

**Post : General Clerk**

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
7	Tin Shui Wai Government Primary School	EDB/SRA/0368/26	-
CSB7	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0371/26	-

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

**Entry Requirements** : (a) Completion of Secondary 5, or equivalent; (b) A good command of both Chinese and English, Level 2 (Note) 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)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
CSB8	Queen's College	EDB/SRA/0365/26

**Duties** : (a) To perform general duties in school workshop/laboratory; (b) To handle daily cleaning and maintenance work; (c) Work on shift or overtime may be required; and (d) Any other duties assigned by the school.

**Entry Requirements** : (a) Completion of Primary 6 or above; (b) Able to communicate in Chinese and simple English; (c) Knowledge in use and maintenance of workshop tools and general stationery equipment; (d) Working experience in school workshop/laboratory preferred; and (e) May be required to take trade test.

**Post : General Worker**

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
CSB9	Queen's College	EDB/SRA/0366/26

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

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

**Post : Student Guidance and Counselling Officer**

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>CSB10</b>	<b>Tsuen Wan Government Primary School</b>	<b>EDB/SRA/0374/26</b>	<b>-</b>

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

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

#### **Post : Assistant Social Service Officer**

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>CSB11</b>	<b>Kwun Tong Kung Lok Government Secondary School</b>	<b>EDB/SRA/0372/26</b>	<b>-</b>

**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 in Social Work from a Hong Kong tertiary educational institution, or equivalent; (b) Registered as registered social worker under the Social Workers Registration Ordinance; (c) 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 : School Accounting Assistant**

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>CSB12</b>	<b>Sham Shui Po Government Primary School</b>	<b>EDB/SRA/0373/26</b>	<b>-</b>

**Duties :** (a) To handle school accounting and financial duties; (b) To be responsible for stores and procurement; (c) To assist in managing school funds, accounts and financial records; (d) To update inventory records and handle store disposal; (e) To assist in ensuring that the school complies with all government regulations in procurement, accounting and financial management; (f) To assist office daily operations and handle enquiries; (g) To provide at least 44 hours of stationing service at school per week; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

**Entry Requirements :** (a) A Higher Diploma in Accounting or related subject from a Hong Kong tertiary educational institution, or equivalent; (b) Good command of both Chinese and English, Level 2 (Note) or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE),

or equivalent preferred; (c) At least 3 year's relevant working experience; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (e) May be required to take trade test and/or written test.

**Notes :**

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)-(7) and (CSB1)-(CSB12) : 9 July 2026**

**How to apply :**

You may obtain an application form [G.F. 340 (Rev. 7/2023)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<https://www.csb.gov.hk>). To apply, please send the completed application form to the email address listed below **on or before the closing date for application**. Please indicate the post you are applying for together with the corresponding EDB Job Number in the email subject, e.g. "Application for Administrative Assistant (EDB/SRA/001/26)".

**Application submitted in paper form by post, by fax or in person is NOT ACCEPTED.**

**[For posts (CSB8)-(CSB9), applications by post are also accepted]**

To apply, please send the completed application form to the address below on or before the closing date for application. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

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

Applicants who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the telephone number indicated.

Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>).

**School Address, Email Address and Enquiry Telephone :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Email Address</u></b>	<b><u>Enquiry Telephone</u></b>
Hennessy Road Government	3 Eastern Road,	<a href="mailto:hrgpscwb@edb.gov.hk">hrgpscwb@edb.gov.hk</a>	2157 2788

Primary School (Causeway Bay)	Causeway Bay, Hong Kong		
North Point Government Primary School	888 King's Road, North Point, Hong Kong	<a href="mailto:npgps@edb.gov.hk">npgps@edb.gov.hk</a>	2561 7130
Sham Shui Po Government Primary School	101 Sham Mong Road, Sham Shui Po, Kowloon	<a href="mailto:sspgps@edb.gov.hk">sspgps@edb.gov.hk</a>	2959 0555
Tong Mei Road Government Primary School	170 Tong Mei Road, Mongkok, Kowloon	<a href="mailto:tmrgps_recruit@edb.gov.hk">tmrgps_recruit@edb.gov.hk</a>	2393 0800
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, New Territories	<a href="mailto:tswgps@edb.gov.hk">tswgps@edb.gov.hk</a>	2447 4288
Tsuen Wan Government Primary School	600 Castle Peak Road, Tsuen Wan, New Territories	<a href="mailto:twgps@edb.gov.hk">twgps@edb.gov.hk</a>	2415 6313
Kwun Tong Kung Lok Government Secondary School	90 Kung Lok Road, Kwun Tong, Kowloon	<a href="mailto:ktmlgss_recruit@edb.gov.hk">ktmlgss_recruit@edb.gov.hk</a>	2343 5059
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	<a href="mailto:cicqc@edb.gov.hk">cicqc@edb.gov.hk</a>	2576 1992