

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 17 July 2026

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Information Technology Resources Officer</u>	\$27,475
2.	<u>Education Research Assistant</u>	\$20,620
3.	<u>Information Technology Resources Assistant</u>	\$20,620
4.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
5.	<u>Accounting Clerk</u>	\$19,455
6.	<u>General Clerk</u>	\$16,050
7.	<u>Semi-skilled Worker</u>	\$15,120
8.	<u>General Worker</u>	\$14,880

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

No	School	EDB Job No	Gratuity
1	Li Cheng Uk Government Primary School	EDB/SRA/0418/26	-

Duties : (a) To manage and operate the computers and Information Technology (IT) facilities in schools; (b) To support the use of computer hardware, software and network equipment including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (c) To design, develop and update school webpages and computer applications; (d) To assist in promoting IT education, mobile learning and Science, Technology, Engineering and Mathematics (STEM) education and operating relevant equipment; (e) To assist in production of multimedia teaching materials; (f) To support and assist in managing online learning platforms, CloudSAMS and school intranet; (g) To assist in managing and operating the audio-visual facilities in schools, including the stage lighting and Campus TV; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

Entry Requirements : (a)(i) A Hong Kong bachelor's degree in Computer Science, Computer Engineering or related subjects, or equivalent; or (ii) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent, majoring in Information Technology (IT) or related subjects, and at least 3 years' working experience in computer networking operation and technology support; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) Experience in operating for Windows Server 2003 / 2008 / 2012 / 2016 or above preferred; (d) Experience in operating Linux System preferred; (e) Relevant working experience in school preferred; (f) A good command of both Chinese and English; (g) Familiar with the use of the general desktop computer and tablet software, such as word-processing, spreadsheet, presentation and graphic design programmes; and (h) May be required to take trade test and/ or written test.

Additional duties/entry requirements:

Post (1) : Proficiency in operating school Mobile Device Management (MDM) systems (e.g., iClass or Apple School Manager), with experience in the bulk management of student iPads preferred; Experience in managing the backend administration of Microsoft 365 Education or Google Workspace for Education preferred; Possess basic knowledge of cybersecurity defense (e.g., firewall configuration, anti-phishing, and regular backup management), and familiar with the application of the Hong Kong Personal Data (Privacy) Ordinance within a school environment preferred; Understanding of or possessing basic knowledge regarding the secure application and management of generative AI tools (e.g., Microsoft Copilot, Grok, etc.) within a campus setting preferred; To assist the school in implementing IT-integrated education, mobile learning, Artificial Intelligence (AI) education, and STEAM education; responsible for the daily maintenance and technical support of related hardware and software; Responsible for campus network security monitoring, conducting regular audits of system passwords and user permissions, and executing data backups to safeguard campus network security; To manage and operate school audio-visual (AV) equipment, including sound systems, and handle the operation of online live streaming (e.g., YouTube Live, Zoom) for major events such as graduation ceremonies and parent-teacher meetings.

Post : Education Research Assistant**Salary : \$20,620 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
2	Arts & Technology Education Centre	EDB/SRA/0414/26	10%
CSB1	Tsuen Wan Government Primary School	EDB/SRA/0423/26	-

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 : \$20,620 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
3	Tseung Kwan O Government Primary School	EDB/SRA/0406/26	-

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

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

Post : Teaching Assistant (Diploma Level)

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

No	Related subject / discipline	School	EDB Job No	Gratuity
4	Science, Technology, Engineering and Mathematics (STEM) Education	Arts & Technology Education Centre	EDB/SRA/0412/26	10%
5	General	Arts & Technology Education Centre	EDB/SRA/0413/26	-
6	Special Educational Needs & Student Affairs	NTHYK Tai Po District Secondary School	EDB/SRA/0424/26	-
7		Tseung Kwan O Government Secondary School	EDB/SRA/0426/26	-
CSB2	Special Educational Needs	Shau Kei Wan Government Primary School	EDB/SRA/0399/26	-
CSB3	Special Educational Needs	Jockey Club Government Secondary School	EDB/SRA/0402/26	-
CSB4	English Language	Jockey Club Government Secondary School	EDB/SRA/0403/26	-
CSB5	Initiation Programme	Jockey Club Government Secondary School	EDB/SRA/0404/26	-
LD1	English Language & Special Educational Needs	Queen Elizabeth School	EDB/SRA/0411/26	-

Duties : (a) To assist teachers in handling non-teaching duties; (b) To assist in preparing teaching tools,

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

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

Additional duties/entry requirements:

Post (5) : Familiar with design-related software preferred.

Post (CSB2) : To assist in organising extra-curricular activities for students with special educational needs including outdoor activities; To provide support for learning activities and the Student Support Unit; To assist in counselling student with learning difficulties.

Post : Accounting Clerk

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

No	School	EDB Job No	Gratuity
CSB6	Shau Kei Wan Government Secondary School	EDB/SRA/0409/26	-

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

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

Post : General Clerk

Salary : \$16,050 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
8	Cheung Chau Government Secondary School	EDB/SRA/0420/26	-
CSB7	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0416/26	-

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 : \$15,120 per month (Contract Period: 1 year)

No	School	EDB Job No
9	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0400/26
10	Tseung Kwan O Government Primary School	EDB/SRA/0407/26

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 : \$14,880 per month (Contract Period: 1 year)

No	School	EDB Job No
11	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0401/26
12	Arts & Technology Education Centre	EDB/SRA/0415/26
13	Li Cheng Uk Government Primary School	EDB/SRA/0419/26
14	Cheung Chau Government Secondary School	EDB/SRA/0421/26
CSB8	Fuk Wing Street Government Primary School	EDB/SRA/0408/26
CSB9	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0417/26
LD2	Hotung Secondary School	EDB/SRA/0405/26
LD3	Queen Elizabeth School	EDB/SRA/0410/26
LD4	Tsuen Wan Government Primary School	EDB/SRA/0422/26
LD5	Kwun Tong Government Secondary School	EDB/SRA/0425/26

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

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

Additional duties/entry requirements:

Post (13) : Experience in operating office machine and equipment preferred; With basic first aid training or holder of first aid certificate preferred; To perform basic school security works; To handle daily venue setup and labourer; work for student extra-curricular activities.

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), (8), (13)-(14) and (CSB6) : 24 July 2026

Posts (2), (4)-(5), (7), (12), (CSB1)-(CSB5), (CSB8), (LD2) and (LD4)-(LD5) : 30 July 2026

Posts (3), (10), (CSB7), (CSB9), (LD1) and (LD3) : 31 July 2026

Posts (6), (9) and (11) : 23 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 (9)-(14), (CSB8)-(CSB9) and (LD2)-(LD5), applications by post are also accepted]

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

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

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

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

School Address, Email Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Fuk Wing Street Government Primary School	231 Fuk Wing Street, Shamshuipo, Kowloon	fwsgps@edb.gov.hk	2386 9426
Hennessy Road Government Primary School (Causeway Bay)	3 Eastern Road, Causeway Bay, Hong Kong	hrgpscwb@edb.gov.hk	2157 2788
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	lcugps_recruit@edb.gov.hk	2386 8049
Shau Kei Wan Government Primary School	19 Main Street East, Shaukeiwan, Hong Kong	skwgps_jobs@edb.gov.hk	2569 2532
Tseung Kwan O Government Primary School	Phase II, Hau Tak Estate, Tseung Kwan O, New Territories	tkogps@edb.gov.hk	2701 2886

Tsuen Wan Government Primary School	600 Castle Peak Road, Tsuen Wan, New Territories	cictwgps@edb.gov.hk	2415 6313
Arts & Technology Education Centre	145 Junction Road, Lok Fu, Kowloon	atec_recruit@edb.gov.hk	2336 0902
Cheung Chau Government Secondary School	5B School Road, Cheung Chau, New Territories	cicccgss@edb.gov.hk	2981 0514
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	hlmss_recruit@edb.gov.hk	2694 1414
Hotung Secondary School	1 Ka Ning Path, Causeway Bay, Hong Kong	cichtss@edb.gov.hk	2577 5433
Jockey Club Government Secondary School	2B Oxford Road, Kowloon Tong, Kowloon	tobyng@edb.gov.hk	2336 6761
Kwun Tong Government Secondary School	9 Shun Chi Street, Shun Lee Estate, Kowloon	ktgss@edb.gov.hk	2343 6220
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	recruit_tpdss@edb.gov.hk	2664 3032
Queen Elizabeth School	152 Sai Yee Street, Mongkok, Kowloon	recruitmentqes@edb.gov.hk	2380 9621
Shau Kei Wan Government Secondary School	42 Chai Wan Road, Shaukeiwan, Hong Kong	recruit_skwgss@edb.gov.hk	2560 3544
Tseung Kwan O Government Secondary School	2 King Yin Lane, Tseung Kwan O, New Territories	tkogss@edb.gov.hk	2704 0051