

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 25 July 2025

Government Secondary and Primary Schools

Contract Period : 1 year

| | Post Title | Salary |
|-----|---|-----------------|
| 1. | <u>Information Technology Resources Officer</u> | \$27,475 |
| 2. | <u>Information Technology Resources Assistant</u> | \$20,620 |
| 3. | <u>Teaching Assistant (Diploma Level)</u> | \$18,895 |
| 4. | <u>Accounting Clerk</u> | \$19,455 |
| 5. | <u>General Clerk</u> | \$15,865 |
| 6. | <u>Skilled Worker</u> | \$18,400 |
| 7. | <u>Semi-skilled Worker</u> | \$14,945 |
| 8. | <u>General Worker</u> | \$14,710 |
| 9. | <u>School Administrative Executive</u> | \$35,080 |
| 10. | <u>Administrative Support Assistant</u> | \$20,000 |

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

| No | School | EDB Job No | Gratuity |
|-------------|---|------------------------|-----------------|
| 1 | Tang Shiu Kin Victoria Government Secondary School | EDB/SRA/0421/25 | - |
| CSB1 | Jordan Road Government Primary School | EDB/SRA/0430/25 | 10% |

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

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

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

| No | School | EDB Job No | Gratuity |
|-------------|---|------------------------|-----------------|
| 2 | Tang Shiu Kin Victoria Government Secondary School | EDB/SRA/0422/25 | - |
| CSB2 | Jordan Road Government Primary School | EDB/SRA/0431/25 | 10% |

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 |
|-----------|--------------------------------------|---|------------------------|-----------------|
| 3 | Non-Chinese Speaking Students | Shau Kei Wan Government Primary School | EDB/SRA/0414/25 | - |
| 4 | Chinese Language | Helen Liang Memorial Secondary School (Shatin) | EDB/SRA/0415/25 | - |
| 5 | Mathematics/Science, | Helen Liang Memorial | EDB/SRA/0416/25 | - |

| | | | | |
|-------------|--|---|------------------------|----------|
| | Technology, Engineering, Art and Mathematics (STEAM) | Secondary School (Shatin) | | |
| 6 | English Language/Career Guidance | Shau Kei Wan East Government Secondary School | EDB/SRA/0419/25 | - |
| 7 | Special Educational Needs | Tang Shiu Kin Victoria Government Secondary School | EDB/SRA/0424/25 | - |
| 8 | Non-Chinese Speaking Students | Tuen Mun Government Secondary School | EDB/SRA/0425/25 | - |
| 9 | Special Educational Needs & English Language | NTHYK Tai Po District Secondary School | EDB/SRA/0438/25 | - |
| 10 | Science & Computer Studies | NTHYK Tai Po District Secondary School | EDB/SRA/0439/25 | - |
| 11 | Science & Computer Studies/Science, Technology, Engineering and Mathematics (STEM) education/e-Learning | NTHYK Tai Po District Secondary School | EDB/SRA/0440/25 | - |
| 12 | Special Educational Needs & Student Affairs | NTHYK Tai Po District Secondary School | EDB/SRA/0441/25 | - |
| 13 | Special Educational Needs | NTHYK Tai Po District Secondary School | EDB/SRA/0442/25 | - |
| 14 | Special Educational Needs | Chiu Lut Sau Memorial Secondary School | EDB/SRA/0443/25 | - |
| 15 | Career & Life Planning and Extra-Curricular Activities | Chiu Lut Sau Memorial Secondary School | EDB/SRA/0444/25 | - |
| CSB3 | | Jordan Road Government Primary School | EDB/SRA/0432/25 | - |
| LD1 | Mathematics & Special Educational Needs | Shau Kei Wan Government Secondary School | EDB/SRA/0435/25 | - |
| LD2 | Special Educational Needs | Shau Kei Wan Government Secondary School | EDB/SRA/0436/25 | - |

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

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

Additional duties/entry requirements:

Post (3) : To provide support for Non-Chinese Speaking students and handle related administrative work; To support in the extra-curricular activities for Non-Chinese

Speaking students including outdoor activities; To provide support for learning activities and the Student Support Unit; To assist Non-Chinese Speaking student with learning difficulties.

- Post (8)** : To assist non-Chinese speaking students (NCS) in assimilating to society, especially helping NCS students to learn Chinese; to assist teachers in setting up step-by-step learning objectives, course of works and expected results; to assist teachers in providing individual learning support to NCS students during and after Chinese lessons; to adopt a one-on-one approach for learning & teaching, in order to improve NCS students' writing, reading and speaking proficiency in Chinese.

Post : Accounting Clerk

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

| No | School | EDB Job No | Gratuity |
|------|---------------------------------------|-----------------|----------|
| CSB4 | Jordan Road Government Primary School | EDB/SRA/0433/25 | - |

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

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

Post : General Clerk

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

| No | School | EDB Job No | Gratuity |
|------|--|-----------------|----------|
| 16 | Erudite Government Primary School (Charge by: Canton Road Government Primary School) | EDB/SRA/0411/25 | 10% |
| 17 | Kowloon Technical School | EDB/SRA/0429/25 | - |
| 18 | Sha Tin Government Primary School | EDB/SRA/0437/25 | - |
| 19 | Chiu Lut Sau Memorial Secondary School | EDB/SRA/0445/25 | 10% |
| CSB5 | Jordan Road Government Primary School | EDB/SRA/0434/25 | - |

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

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

Salary : \$18,400 per month (Contract Period: 1 year)

| No | School | EDB Job No |
|----|---------------------------------------|-----------------|
| 20 | Li Cheng Uk Government Primary School | EDB/SRA/0418/25 |

Duties : (a) To perform general duties in school workshop/laboratory; (b) To maintain and repair workshop tools and equipment; (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; Secondary 3 level preferred; (b) Able to communicate in Chinese and simple English preferred; (c) Registered Electrical Worker and/or Licensed Plumber preferred; (d) Experience in operating electrical devices preferred; (e) Working experience in school workshop/laboratory preferred; and (f) May be required to take trade test.

Post : Semi-skilled Worker

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

| No | School | EDB Job No |
|-----------|---|------------------------|
| 21 | Tuen Mun Government Primary School | EDB/SRA/0410/25 |

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

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

Post : General Worker

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

| No | School | EDB Job No |
|------------|---|------------------------|
| 22 | Queen's College | EDB/SRA/0413/25 |
| 23 | Kwun Tong Government Secondary School | EDB/SRA/0417/25 |
| 24 | Aldrich Bay Government Primary School | EDB/SRA/0420/25 |
| 25 | Tang Shiu Kin Victoria Government Secondary School | EDB/SRA/0423/25 |
| 26 | Jockey Club Government Secondary School | EDB/SRA/0426/25 |
| LD3 | Hotung Secondary School | EDB/SRA/0427/25 |

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

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

Post : School Administrative Executive

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

| No | School | EDB Job No | Gratuity |
|-----------|--|------------------------|-----------------|
| 27 | Tsuen Wan Government Secondary School | EDB/SRA/0412/25 | 10% |

Duties : (a) To assist in the operation of the School Management Committee; (b) To assist in co-ordinating and handling general administrative matters of the school, including (i) financial resource management and procurement/tendering; (ii) staff recruitment and human resource management; (iii) school-based complaint and crisis management; and (iv) school premises maintenance and safety issues, etc.; (c) To provide support for school development, curriculum development and students' development; (d) To compile various statistical and analytical returns; (e) To assist in liaising with various

stakeholders of the school and outside organisations; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 (Note) 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 : \$20,000 per month (Contract Period: 1 year)

| No | School | EDB Job No | Gratuity |
|-----------|--|------------------------|-----------------|
| 28 | Farm Road Government Primary School | EDB/SRA/0428/25 | - |

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

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) (i) Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Level 3 / Grade C or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) (Note), or equivalent; (c) At least one year's post-degree full-time working experience in administrative and management work; (d) Computer application knowledge; and (e) May be required to take trade test and/or written test.

Note : 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)-(2), (4)-(7), (16)-(18), (22)-(23), (25)-(26) and (LD3): 7 August 2025

Posts (3), (20)-(21), and (28): 8 August 2025

Post (8) : 6 August 2025

Post (9)-(13), (24), (27) and (LD1)-(LD2): 1 August 2025

Posts (14)-(15) and (19): 4 August 2025

Post (CSB1)-(CSB5) : 31 July 2025

How to apply :

You may obtain an application form [G.F. 340 (Rev. 7/2023)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>).

I. Application by post

To apply, please send the completed application form to the address below on or before the closing date for application. Please indicate the post applied for and EDB Job No., e.g. "Application for Administrative Assistant (EDB/SRA/0001/25)" in the application form and envelope. To avoid delayed

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

II. Application by email

Applicants can also send the completed application form to the email address below by email on or before the closing date for application. Please indicate the post applied for and EDB Job No., e.g. "Application for Administrative Assistant (EDB/SRA/0001/25)" in the email subject.

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

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

School Address, Email Address and Enquiry Telephone :

| <u>School</u> | <u>Address</u> | <u>Email Address</u> | <u>Enquiry Telephone</u> |
|--|--|--|---------------------------------|
| Aldrich Bay Government Primary School | 1 Oi Lai Street, Shau Kei Wan, Hong Kong | abgps@edb.gov.hk | 2561 1118 |
| Erudite Government Primary School (Charge by: Canton Road Government Primary School) | 8 On Hei Street, Sai Kung, N.T. (Postal to charging school address: 178 Canton Road, Tsimshatsui, Kowloon) | egpsinfo@edb.gov.hk | 2366 1530 |
| Farm Road Government Primary School | 8 Farm Road, Tokwawan, Kowloon | cheungkingyu@edb.gov.hk | 2711 0682 |
| Jordan Road Government Primary School | 1B Nanking Street, Yaumatei, Kowloon | jrgps@edb.gov.hk | 2332 4249 |
| 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@edb.gov.hk | 2569 2532 |
| Sha Tin Government Primary School | Sun Tin Wai Estate, Sha Tin, New Territories | stgps@edb.gov.hk | 2604 9867 |
| Tuen Mun Government Primary School | Siu Hong Court, Tuen Mun, New Territories | tmgps@edb.gov.hk | 2465 1662 |
| Chiu Lut Sau Memorial Secondary School | 7 Tai Yuk Road, Yuen Long, New Territories | clsmss_hr@edb.gov.hk | 2477 8237 |
| Helen Liang Memorial Secondary School (Shatin) | 2 Hin Tin Street, Tai Wai, Shatin, New Territories | williamwlyip@edb.gov.hk | 2694 1414 |
| Hotung Secondary School | 1 Ka Ning Path, | cichtss@edb.gov.hk | 2577 5433 |

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| | Causeway Bay, Hong Kong | | |
| Jockey Club Government Secondary School | 2B Oxford Road, Kowloon | jcgss@edb.gov.hk | 2336 6761 |
| Kwun Tong Government Secondary School | 9 Shun Chi Street, Shun Lee Estate, Kowloon | ktgss@edb.gov.hk | 2343 6220 |
| Kowloon Technical School | 332-334 Cheung Sha Wan Road, Kowloon | wongkapui@edb.gov.hk | 2386 0737 |
| NTHYK Tai Po District Secondary School | Tai Yuen Estate, Tai Po, New Territories | recruit_tpdss@edb.gov.hk | 2664 3032 |
| Queen's College | 120 Causeway Road, Causeway Bay, Hong Kong | cicqc@edb.gov.hk | 2576 1992 |
| Shau Kei Wan East Government Secondary School | 40 Chai Wan Road, Shaukeiwan, Hong Kong | skwegss@edb.gov.hk | 2560 2677 |
| Shau Kei Wan Government Secondary School | 42 Chai Wan Road, Shaukeiwan, Hong Kong | recruit_skwgss@edb.gov.hk | 2560 3544 |
| Tuen Mun Government Secondary School | 393 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories | tmgss@edb.gov.hk | 2458 0459 |
| Tang Shiu Kin Victoria Government Secondary School | 5 Oi Kwan Road, Wanchai, Hong Kong | tskvgs_hr@edb.gov.hk | 2573 6962 |
| Tsuen Wan Government Secondary School | 70 Hoi Pa Street, Tsuen Wan, New Territories | twgss@edb.gov.hk | 2490 3307 |