

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 1 August 2025**

**Government Secondary and Primary Schools**

**Contract Period : 1 year**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>Administrative Assistant</u></a>	<b>\$27,475</b>
2.	<a href="#"><u>Information Technology Resources Officer</u></a>	<b>\$27,475</b>
3.	<a href="#"><u>Information Technology Resources Assistant</u></a>	<b>\$20,620</b>
4.	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	<b>\$18,895</b>
5.	<a href="#"><u>General Clerk</u></a>	<b>\$15,865</b>
6.	<a href="#"><u>Semi-skilled Worker</u></a>	<b>\$14,945</b>
7.	<a href="#"><u>General Worker</u></a>	<b>\$14,710</b>
8.	<a href="#"><u>Part-time General Worker</u></a>	<b>\$75 per hour</b>

**Post : Administrative Assistant****Salary : \$27,475 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>1</b>	<b>Erudite Government Primary School (Charge by: Canton Road Government Primary School)</b>	<b>EDB/SRA/0456/25</b>	<b>10%</b>

**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.

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>2</b>	<b>Tang Shiu Kin Victoria Government Secondary School</b>	<b>EDB/SRA/0447/25</b>	<b>-</b>
<b>3</b>	<b>Ma Tau Chung Government Primary School</b>	<b>EDB/SRA/0457/25</b>	<b>-</b>

**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)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>4</b>	<b>Tang Shiu Kin Victoria Government Secondary School</b>	<b>EDB/SRA/0448/25</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)**

No	Related subject / discipline	School	EDB Job No	Gratuity
5	Special Educational Needs	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0450/25	-
6	Non-Chinese Speaking Students	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0451/25	-
7	Special Educational Needs	Ma Tau Chung Government Primary School	EDB/SRA/0459/25	-
8		Fuk Wing Street Government Primary School	EDB/SRA/0462/25	-
9	Design	Hong Kong Southern District Government Primary School	EDB/SRA/0463/25	-
10	Special Educational Needs & Chinese Language	NTHYK Tai Po District Secondary School	EDB/SRA/0464/25	-
11		Tai Po Government Primary School	EDB/SRA/0465/25	-
LD1	English Language	Shau Kei Wan Government Secondary School	EDB/SRA/0453/25	-
LD2	Special Educational Needs	Clementi Secondary School	EDB/SRA/0455/25	-

**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 (9) :** Familiar with the use of the general desktop computer and tablet software, such as graphic design programmes; and Familiar with the use of design software, such as Photoshop, Illustrator and video editing/video production 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>
<b>12</b>	<b>Homantin Government Secondary School</b>	<b>EDB/SRA/0446/25</b>	<b>-</b>
<b>13</b>	<b>Sham Shui Po Government Primary School</b>	<b>EDB/SRA/0452/25</b>	<b>-</b>
<b>14</b>	<b>Ma Tau Chung Government Primary School</b>	<b>EDB/SRA/0458/25</b>	<b>-</b>

**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.

**Additional duties/entry requirements:**

**Post (12) :** To assist in the follow up of maintenance of the school premises.

**Post : Semi-skilled Worker**

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>15</b>	<b>Tseung Kwan O Government Primary School</b>	<b>EDB/SRA/0454/25</b>

**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>
<b>16</b>	<b>Tang Shiu Kin Victoria Government Secondary School</b>	<b>EDB/SRA/0449/25</b>
<b>LD3</b>	<b>NTHYK Tai Po District Secondary School</b>	<b>EDB/SRA/0460/25</b>

**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 : Part-time General Worker**

**Salary : \$75 per hour (Contract Period: 1 year) (Required to work less than 16 hours per week)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>17</b>	<b>Fuk Wing Street Government Primary School</b>	<b>EDB/SRA/0461/25</b>

**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.

**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)-(7), (9), (11), (13)-(14), (16)-(17) and (LD2) : 14 August 2025**

**Posts (8), (10) and (LD3) : 7 August 2025**

**Post (12), (15) and (LD1) : 8 August 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 :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Email Address</u></b>	<b><u>Enquiry Telephone</u></b>
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)	<a href="mailto:egpsinfo@edb.gov.hk">egpsinfo@edb.gov.hk</a>	2366 1530
Fuk Wing Street Government Primary School	231 Fuk Wing Street, Shamshuipo, Kowloon	<a href="mailto:fwsgps@edb.gov.hk">fwsgps@edb.gov.hk</a>	2386 9426
Hong Kong Southern District Government Primary School	325, Ap Lei Chau Bridge Road, Hong Kong	<a href="mailto:hksdgps@edb.gov.hk">hksdgps@edb.gov.hk</a>	2551 0030
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	<a href="mailto:judywyho@edb.gov.hk">judywyho@edb.gov.hk</a>	2711 5548
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
Tai Po Government Primary School	8 Tai Wo Road, Tai Po, New Territories	<a href="mailto:tpgpsrecruit@edb.gov.hk">tpgpsrecruit@edb.gov.hk</a>	2658 4062
Tseung Kwan O Government Primary School	Hau Tak Estate Phase II, Tseung Kwan O, New Territories	<a href="mailto:tkogps@edb.gov.hk">tkogps@edb.gov.hk</a>	2701 2886
Clementi Secondary School	30 Fortress Hill Road, North Point, Hong Kong	<a href="mailto:css@edb.gov.hk">css@edb.gov.hk</a>	2570 6411
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	<a href="mailto:hgss@edb.gov.hk">hgss@edb.gov.hk</a>	2711 2680
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	<a href="mailto:recruit_tpdss@edb.gov.hk">recruit_tpdss@edb.gov.hk</a>	2664 3032
Shau Kei Wan Government Secondary School	42 Chai Wan Road, Shaukeiwan, Hong Kong	<a href="mailto:recruit_skwgss@edb.gov.hk">recruit_skwgss@edb.gov.hk</a>	2560 3544
Tang Shiu Kin Victoria Government Secondary School	5 Oi Kwan Road, Wanchai, Hong Kong	<a href="mailto:tskvgss_hr@edb.gov.hk">tskvgss_hr@edb.gov.hk</a>	2573 6962