

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 24 July 2026**

**Government Secondary and Primary Schools**

**Contract Period : 1 year**

|           | <b>Post Title</b>                                               | <b>Salary</b>   |
|-----------|-----------------------------------------------------------------|-----------------|
| <b>1.</b> | <a href="#"><u>Information Technology Resources Officer</u></a> | <b>\$27,475</b> |
| <b>2.</b> | <a href="#"><u>Teaching Assistant (Diploma Level)</u></a>       | <b>\$18,895</b> |
| <b>3.</b> | <a href="#"><u>Teaching Assistant (Matriculated)</u></a>        | <b>\$17,185</b> |
| <b>4.</b> | <a href="#"><u>Accounting Clerk</u></a>                         | <b>\$19,455</b> |
| <b>5.</b> | <a href="#"><u>Semi-skilled Worker</u></a>                      | <b>\$15,120</b> |
| <b>6.</b> | <a href="#"><u>General Worker</u></a>                           | <b>\$14,880</b> |

**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>1</b>  | <b>Li Cheng Uk Government Primary School</b> | <b>EDB/SRA/0427/26</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.

**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 : 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>Special Educational Needs &amp; English Language</b> | <b>NTHYK Tai Po District Secondary School</b> | <b>EDB/SRA/0430/26</b> | <b>-</b>        |
| <b>3</b>  | <b>English Language &amp;</b>                           | <b>Sir Ellis Kadoorie Secondary</b>           | <b>EDB/SRA/0431/26</b> | <b>-</b>        |

|             |                                                                  |                                                           |                        |          |
|-------------|------------------------------------------------------------------|-----------------------------------------------------------|------------------------|----------|
|             | <b>Special Educational Needs (Non-Chinese Speaking Students)</b> | <b>School (West Kowloon)</b>                              |                        |          |
| <b>4</b>    | <b>Student Support Assistant</b>                                 | <b>Sir Ellis Kadoorie Secondary School (West Kowloon)</b> | <b>EDB/SRA/0432/26</b> | <b>-</b> |
| <b>5</b>    | <b>Special Educational Needs</b>                                 | <b>Tseung Kwan O Government Primary School</b>            | <b>EDB/SRA/0434/26</b> | <b>-</b> |
| <b>CSB1</b> | <b>Value Education</b>                                           | <b>Jockey Club Government Secondary School</b>            | <b>EDB/SRA/0429/26</b> | <b>-</b> |
| <b>CSB2</b> |                                                                  | <b>Tuen Mun Government Primary School</b>                 | <b>EDB/SRA/0433/26</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.

#### **Post : Teaching Assistant (Matriculated)**

**Salary : \$17,185 per month (Contract Period: 1 year)**

| <b><u>No</u></b> | <b><u>Related subject / discipline</u></b> | <b><u>School</u></b>                          | <b><u>EDB Job No</u></b> | <b><u>Gratuity</u></b> |
|------------------|--------------------------------------------|-----------------------------------------------|--------------------------|------------------------|
| <b>6</b>         |                                            | <b>Kowloon Tong Government Primary School</b> | <b>EDB/SRA/0435/26</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) (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 : Accounting Clerk**

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

| <b><u>No</u></b> | <b><u>School</u></b>                                      | <b><u>EDB Job No</u></b> | <b><u>Gratuity</u></b> |
|------------------|-----------------------------------------------------------|--------------------------|------------------------|
| <b>CSB3</b>      | <b>Hennessy Road Government Primary School (Causeway)</b> | <b>EDB/SRA/0438/26</b>   | <b>-</b>               |

|  |             |  |  |
|--|-------------|--|--|
|  | <b>Bay)</b> |  |  |
|--|-------------|--|--|

**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 : Semi-skilled Worker**

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

| <b>No</b>  | <b>School</b>                    | <b>EDB Job No</b>      |
|------------|----------------------------------|------------------------|
| <b>7</b>   | <b>King's College</b>            | <b>EDB/SRA/0436/26</b> |
| <b>LD1</b> | <b>Clementi Secondary School</b> | <b>EDB/SRA/0440/26</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.

### **Additional duties/entry requirements:**

**Post (LD1) :** Working experience in the school workshops/special rooms preferred.

### **Post : General Worker**

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

| <b>No</b>   | <b>School</b>                                                 | <b>EDB Job No</b>      |
|-------------|---------------------------------------------------------------|------------------------|
| <b>8</b>    | <b>Li Cheng Uk Government Primary School</b>                  | <b>EDB/SRA/0428/26</b> |
| <b>9</b>    | <b>King's College</b>                                         | <b>EDB/SRA/0437/26</b> |
| <b>CSB4</b> | <b>Hennessy Road Government Primary School (Causeway Bay)</b> | <b>EDB/SRA/0439/26</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.

### **Additional duties/entry requirements:**

**Post (8) :** 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 :**

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), (5), (8) and (CSB3)-(CSB4) : 7 August 2026**

**Posts (2) and (CSB2) : 30 July 2026**

**Posts (3)-(4) : 31 July 2026**

**Posts (6)-(7), (9), (CSB1) and (LD1) : 6 August 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 (7)-(9), (CSB4) and (LD1) 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 Primary School (Causeway Bay) | 3 Eastern Road, Causeway Bay, Hong Kong                  | <a href="mailto:hrgpscwb@edb.gov.hk">hrgpscwb@edb.gov.hk</a>             | 2157 2788                       |
| Kowloon Tong Government Primary School                 | 6 Tim Fuk Road, Kowloon Tong, Kowloon                    | <a href="mailto:klntgps@edb.gov.hk">klntgps@edb.gov.hk</a>               | 2336 0991                       |
| Li Cheng Uk Government Primary School                  | 43 Tonkin Street, Shamshuipo, Kowloon                    | <a href="mailto:lcugps_recruit@edb.gov.hk">lcugps_recruit@edb.gov.hk</a> | 2386 8049                       |
| Tseung Kwan O Government Primary School                | Phase II, Hau Tak Estate, Tseung Kwan O, New Territories | <a href="mailto:tkogps@edb.gov.hk">tkogps@edb.gov.hk</a>                 | 2701 2886                       |
| Tuen Mun Government Primary School                     | Siu Hong Court, Tuen Mun, New Territories                | <a href="mailto:tmgps@edb.gov.hk">tmgps@edb.gov.hk</a>                   | 2465 1662                       |
| 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                       |
| Jockey Club Government Secondary School                | 2B Oxford Road, Kowloon Tong, Kowloon                    | <a href="mailto:tobyng@edb.gov.hk">tobyng@edb.gov.hk</a>                 | 2336 6761                       |
| King's College                                         | 63A Bonham Road, Hong Kong                               | <a href="mailto:kings@edb.gov.hk">kings@edb.gov.hk</a>                   | 2547 0310                       |
| 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                       |
| Sir Ellis Kadoorie Secondary School (West Kowloon)     | 22 Hoi Fan Road, Tai Kok Tsui, Kowloon                   | <a href="mailto:sekss100@edb.gov.hk">sekss100@edb.gov.hk</a>             | 2576 1871                       |