

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 8 August 2025

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Information Technology Resources Officer</u>	\$27,475
2.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
3.	<u>General Clerk</u>	\$15,865
4.	<u>Skilled Worker</u>	\$18,400
5.	<u>Semi-skilled Worker</u>	\$14,945
6.	<u>General Worker</u>	\$14,710
7.	<u>Part-time General Clerk</u>	\$94 per hour

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

No	School	EDB Job No	Gratuity
1	North Point Government Primary School	EDB/SRA/0475/25	-

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

No	Related subject / discipline	School	EDB Job No	Gratuity
2		Fanling Government Secondary School	EDB/SRA/0468/25	-
3	English Language	Jockey Club Government Secondary School	EDB/SRA/0469/25	-
4	Student Support Assistant	Sir Ellis Kadoorie Secondary School (West Kowloon)	EDB/SRA/0471/25	-
5	Design	Li Cheng Uk Government Primary School	EDB/SRA/0472/25	-
6	Information Technology	Li Cheng Uk Government Primary School	EDB/SRA/0473/25	-

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 (5)** : Fluent in English speaking preferred; A diploma / degree in design preferred; familiar with software related to design preferred; To design school wall paint, newsletter and banner, etc.
- Post (6)** : Fluent in English speaking preferred; A diploma/degree in computer studies preferred; Familiar with the use of computer network and software preferred.; To assist in production of slides/videos for teaching; To prepare and operate computer facilities.

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

No	School	EDB Job No	Gratuity
7	Homantin Government Secondary School	EDB/SRA/0467/25	-

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.

Additional duties/entry requirements:

Post (7) : To assist in the follow up of maintenance of the school premises.

Post : Skilled Worker**Salary : \$18,400 per month (Contract Period: 1 year)**

No	School	EDB Job No
8	Li Cheng Uk Government Primary School	EDB/SRA/0466/25

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
9	King's College	EDB/SRA/0470/25

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
10	North Point Government Primary School	EDB/SRA/0476/25

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 : Part-time General Clerk

Salary : \$94 per hour (Contract Period: 1 year) (Required to work less than 16 hours per week)

No	School	EDB Job No	Gratuity
11	Kwun Tong Government Primary School	EDB/SRA/0474/25	-

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.

Additional duties/entry requirements:

Post (11) : Required to work shifts on Saturdays.

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), (3) and (10): 21 August 2025

Posts (2), (5)-(6), (8)-(9) and (11) : 22 August 2025

Post (4) and (7) : 15 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 :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Ngau Tau Kok, Kowloon	ktgps@edb.gov.hk	2756 0762
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	lcugps_recruit@edb.gov.hk	2386 8049
North Point Government Primary School	888 King's Road, North Point, Hong Kong	npgps@edb.gov.hk	2561 7130
Fanling Government Secondary School	27 Yat Ming Road, Fanling, New Territories	fgss@edb.gov.hk	2677 6778
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	hgss@edb.gov.hk	2711 2680
Jockey Club Government Secondary School	2B Oxford Road, Kowloon Tong, Kowloon	jcgss@edb.gov.hk	2336 6761
King's College	63A Bonham Road, Hong Kong	kings@edb.gov.hk	2547 0310
Sir Ellis Kadoorie Secondary School (West Kowloon)	22 Hoi Fan Road, Tai Kok Tsui, Kowloon	sekss100@edb.gov.hk	2576 1871