



教育主任(行政) EDUCATION OFFICER (ADMINISTRATION)

教育主任(行政)在推動各項教育政策及措施方面，發揮重要功能。他們的工作範疇廣泛，包括支援學校發展、促進學生福祉，以及竭力為香港提供優質教育。這是一份既富挑戰，又有意義的職業。Education Officers (Administration) (EO(A)) play a key role in promoting various education policies and measures. Their work covers a wide portfolio, including providing support for school development, enhancing the well-being of students, and striving for quality education in Hong Kong. It is a challenging and meaningful career.

有別於一般的學校行政職位工作，教育主任(行政)職系人員除了參與制定教育政策，為香港整體教育出謀獻策外，還為個別學校的發展提供專業意見。他們會定期調派到不同組別，參與各式各樣的工作，例如提供支援學校的服務、推行教育政策、執行關於香港教育的法例、促進教師專業發展、監察教師專業操守，以及執行有關興建學校、財務管理、對外聯絡、資訊科技系統管理、教育研究等的工作，以汲取不同的經驗，從而發展多方面才能及行政技巧。教育局致力為在職教育主任(行政)提供持續專業發展，包括由局方或公務員學院舉辦的培訓活動、內地或海外交流計劃等，協助他們提升專業才能、拓寬視野，以及強化專業能量。若你想推動香港的教育發展，又能細心分析、耐心溝通、獨立應付各樣工作和處理危機，就不要錯過加入教育主任(行政)職系的機會，以實踐抱負，為香港教育作出貢獻。

Distinctive from general administration work in schools, EO(A) not only participate in formulating education policies, offering suggestions and making proposals for the overall development of education in Hong Kong, but also provide individual schools with professional advice on school development. They are regularly posted to different sections to engage in a variety of tasks so as to develop administration and multiple skills and gain wider experience in a broad spectrum of work such as providing school supporting services, implementing education policies, enforcing the laws related to education in Hong Kong, facilitating professional development of teachers, monitoring teachers' professional conduct, as well as performing tasks relating to school building, financial management, external liaison, management of information technology systems, education research, etc. The Education Bureau is committed to enabling in-service EO(A) to enhance their professional capabilities, broaden their horizons and strengthen their professional capacity through continuous professional development, including the training activities and Mainland/overseas exchange programmes organised by the Bureau or the Civil Service College. If you desire to promote the education development in Hong Kong and are capable of carrying out analysis with circumspection, communicating with patience, coping with various tasks independently and handling crisis, please don't miss the chance to join the EO(A) grade in order to fulfil your aspiration and make contribution to the education in Hong Kong.





教育主任(行政) EDUCATION OFFICER (ADMINISTRATION)

教育主任(行政)職系的主要職務

MAJOR DUTIES OF EDUCATION OFFICER (ADMINISTRATION) GRADE

- 協助進行教育研究、檢討及政策規劃工作；
Assist in conducting education research and review, and policy planning;
- 支援學校行政工作，並進行學校探訪及視學；
Provide support to school administration and conduct school visits and inspections;
- 與校長聯絡，分享和建議學校的發展需要和方向，提供專業支援服務；
Liaise with school principals, share and make recommendations on school development needs and directions, and provide professional support services;
- 與海外和內地的政府教育機構專業交流；
Engage in professional exchange with overseas and Mainland government bodies in education;
- 視察學校，確保學校遵行有關的教育條例及教育規例；
Inspect schools to ensure schools' compliance with Education Ordinance and Education Regulations;
- 管理各項建校計劃和批核學校大型設施維修；
Manage various school building projects and process major repair works in schools;
- 處理學校註冊、法團校董會校董註冊；
Handle school registration and registration of Incorporated Management Committee managers;
- 處理有關教師／教育專業人員的註冊、訓練及發展事宜；
Handle registration, training and development of teachers/education professionals;
- 分配公營學校學位；以及
Allocate public sector school places; and
- 發展教育資訊科技系統，協助學校管理行政工作。
Develop information technology systems in education to facilitate schools in managing administrative work.





教育主任(行政) EDUCATION OFFICER (ADMINISTRATION)

招聘職級

RECRUITMENT RANK

職位 / 薪金 POST / SALARY	入職條件 ENTRY REQUIREMENTS
<p>助理教育主任(行政) Assistant Education Officer (Administration)</p> <p>總薪級表 Master Pay Scale 第21點至第33點 Point 21 to Point 33</p> <p>薪金 Salary \$47,010 - \$81,510</p>	<ol style="list-style-type: none">1. 持有香港頒授的學士學位，或具備同等學歷； a Hong Kong Bachelor's degree, or equivalent;2. (i) 持有由香港專上教育機構頒授的教育學士 / 學位教師教育證書 / 學位教師教育文憑，或具備同等學歷；或 a Bachelor of Education / Postgraduate Certificate in Education / Postgraduate Diploma in Education from a Hong Kong tertiary education institution, or equivalent; or (ii) 持有由前教育學院或前香港教育學院頒授的教師證書，或具備同等學歷； a teacher's certificate awarded by the former Colleges of Education or the former Hong Kong Institute of Education, or equivalent;3. 在取得學士學位後，具備三年有關工作經驗； three years' relevant post-degree experience;4. 符合語文能力要求，即在綜合招聘考試兩份語文試卷(中文運用及英文運用)取得「二級」成績，或具備同等成績；以及 met the language proficiency requirements of 'Level 2' results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination, or equivalent; and5. 在《基本法及香港國安法》測試取得及格成績。 a pass result in the Basic Law and National Security Law Test.

註：有關最新薪酬，請瀏覽公務員事務局網頁 (www.csb.gov.hk)。

Note: For the latest salary, please visit the website of Civil Service Bureau (www.csb.gov.hk).





教育主任(行政) EDUCATION OFFICER (ADMINISTRATION)

附帶福利

FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<p>助理教育主任(行政) Assistant Education Officer (Administration)</p> <p>總薪級表 Master Pay Scale (MPS) 第21點至第33點 Point 21 to Point 33</p> <p>薪金 Salary \$47,010 - \$81,510</p>	<p>有薪假期 PAID LEAVE</p> <ul style="list-style-type: none">● 例假(服務未滿10年：一年18日；服務滿10年：一年22日) (適用於2000年6月或之後入職人員) Vacation leave (18 days/year with less than 10 years' service; 22 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)● 其他假期包括病假、分娩假、侍產假、婚假、恩恤假和進修假期 Other leaves including sick leave, maternity leave, paternity leave, marriage leave, compassionate leave and study leave <p>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</p> <ul style="list-style-type: none">● 政府醫療及牙科機構 Government medical and dental facilities● 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21 <p>房屋福利 HOUSING BENEFITS</p> <ul style="list-style-type: none">● 總薪級表第22至33點並已連續服務至少3年的人員可享非實報實銷現金津貼(按配額制度發放)： 每月津貼\$5,980 - \$9,910 Eligible for Non-accountable Cash Allowance for MPS Point 22 to 33 and have completed at least three years of continuous service (subject to a quota system): Rate per month: \$5,980 - \$9,910● 最多合共120個月 A maximum of 120 months <p>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</p> <ul style="list-style-type: none">● 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service
<p>教育主任(行政) Education Officer (Administration)</p> <p>總薪級表 Master Pay Scale (MPS) 第34點至第44點 Point 34 to Point 44</p> <p>薪金 Salary \$82,330 - \$119,650</p>	<p>有薪假期 PAID LEAVE</p> <ul style="list-style-type: none">● 例假(服務未滿10年：一年18日；服務滿10年：一年22日) (適用於2000年6月或之後入職人員) Vacation leave (18 days/year with less than 10 years' service; 22 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)● 其他假期包括病假、分娩假、侍產假、婚假、恩恤假和進修假期 Other leaves including sick leave, maternity leave, paternity leave, marriage leave, compassionate leave and study leave <p>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</p> <ul style="list-style-type: none">● 政府醫療及牙科機構 Government medical and dental facilities● 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21 <p>房屋福利 HOUSING BENEFITS</p> <ul style="list-style-type: none">● 可享非實報實銷現金津貼：每月津貼\$20,440 - \$26,750(總薪級表第34至44B點) Eligible for Non-accountable Cash Allowance: Rate per month: \$20,440 - \$26,750 (MPS Point 34 to 44B)● 最多合共120個月 A maximum of 120 months <p>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</p> <ul style="list-style-type: none">● 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service

上文並未盡錄所有附帶福利，而一切福利均須符合現行《公務員事務規例》及相關指引的條款和條件。

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教育主任(行政) EDUCATION OFFICER (ADMINISTRATION)

附帶福利

FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<p>高級教育主任(行政) Senior Education Officer (Administration)</p> <p>總薪級表 Master Pay Scale (MPS) 第45點至第49點 Point 45 to Point 49</p> <p>薪金 Salary \$127,700 - \$147,125</p>	<p>有薪假期 PAID LEAVE</p> <ul style="list-style-type: none">● 例假(服務未滿10年: 一年18日; 服務滿10年: 一年22日) (適用於2000年6月或之後入職人員) Vacation leave (18 days/year with less than 10 years' service; 22 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)● 其他假期包括病假、分娩假、侍產假、婚假、恩恤假和進修假期 Other leaves including sick leave, maternity leave, paternity leave, marriage leave, compassionate leave and study leave <p>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</p> <ul style="list-style-type: none">● 政府醫療及牙科機構 Government medical and dental facilities● 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21 <p>房屋福利 HOUSING BENEFITS</p> <ul style="list-style-type: none">● 可享非實報實銷現金津貼: 每月津貼\$37,750 (總薪級表第45點至首長級薪級表第1點) Eligible for Non-accountable Cash Allowance: Rate per month: \$37,750 (MPS Point 45 to Directorate Pay Scale D1)● 最多合共120個月 A maximum of 120 months <p>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</p> <ul style="list-style-type: none">● 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service
<p>首席教育主任 Principal Education Officer</p> <p>首長級薪級表 Directorate Pay Scale 第一點 D1</p> <p>薪金 Salary \$163,925 - \$179,425</p>	<p>有薪假期 PAID LEAVE</p> <ul style="list-style-type: none">● 例假(服務未滿10年: 一年22日; 服務滿10年: 一年26日) (適用於2000年6月或之後入職人員) Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)● 其他假期包括病假、分娩假、侍產假、婚假、恩恤假和進修假期 Other leaves including sick leave, maternity leave, paternity leave, marriage leave, compassionate leave and study leave <p>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</p> <ul style="list-style-type: none">● 政府醫療及牙科機構 Government medical and dental facilities● 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21 <p>房屋福利 HOUSING BENEFITS</p> <ul style="list-style-type: none">● 可享非實報實銷現金津貼: 每月津貼\$37,750 (總薪級表第45點至首長級薪級表第1點) Eligible for Non-accountable Cash Allowance: Rate per month: \$37,750 (MPS Point 45 to Directorate Pay Scale D1)● 最多合共120個月 A maximum of 120 months <p>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</p> <ul style="list-style-type: none">● 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance● 首長級薪級表第1至3點每個資格周期津貼\$20,820 Rate per eligibility period for Directorate Pay Scale D1 to D3: \$20,820 <p>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</p> <ul style="list-style-type: none">● 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service

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教育主任(行政) EDUCATION OFFICER (ADMINISTRATION)

附帶福利

FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<p>教育署助理署長 Assistant Director of Education</p> <p>首長級薪級表 Directorate Pay Scale 第二點 D2</p> <p>薪金 Salary \$194,825 - \$212,900</p>	<p>有薪假期 PAID LEAVE</p> <ul style="list-style-type: none"> ● 例假(服務未滿10年: 一年22日; 服務滿10年: 一年26日) (適用於2000年6月或之後入職人員) Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after) ● 其他假期包括病假、分娩假、侍產假、婚假、恩恤假和進修假期 Other leaves including sick leave, maternity leave, paternity leave, marriage leave, compassionate leave and study leave <p>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</p> <ul style="list-style-type: none"> ● 政府醫療及牙科機構 Government medical and dental facilities ● 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21 <p>房屋福利 HOUSING BENEFITS</p> <ul style="list-style-type: none"> ● 可享非實報實銷現金津貼: 每月津貼\$42,470 (首長級薪級表第2至5點) Eligible for Non-accountable Cash Allowance: Rate per month: \$42,470 (Directorate Pay Scale D2 to D5) ● 最多合共120個月 A maximum of 120 months <p>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</p> <ul style="list-style-type: none"> ● 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance ● 首長級薪級表第1至3點每個資格周期津貼\$20,820 Rate per eligibility period for Directorate Pay Scale D1 to D3: \$20,820 <p>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</p> <ul style="list-style-type: none"> ● 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service
<p>教育署高級助理署長 Senior Assistant Director of Education</p> <p>首長級薪級表 Directorate Pay Scale 第三點 D3</p> <p>薪金 Salary \$226,445 - \$247,200</p>	<p>有薪假期 PAID LEAVE</p> <ul style="list-style-type: none"> ● 例假(服務未滿10年: 一年22日; 服務滿10年: 一年26日) (適用於2000年6月或之後入職人員) Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after) ● 其他假期包括病假、分娩假、侍產假、婚假、恩恤假和進修假期 Other leaves including sick leave, maternity leave, paternity leave, marriage leave, compassionate leave and study leave <p>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</p> <ul style="list-style-type: none"> ● 政府醫療及牙科機構 Government medical and dental facilities ● 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21 <p>房屋福利 HOUSING BENEFITS</p> <ul style="list-style-type: none"> ● 可享非實報實銷現金津貼: 每月津貼\$42,470 (首長級薪級表第2至5點) Eligible for Non-accountable Cash Allowance: Rate per month: \$42,470 (Directorate Pay Scale D2 to D5) ● 最多合共120個月 A maximum of 120 months <p>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</p> <ul style="list-style-type: none"> ● 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance ● 首長級薪級表第1至3點每個資格周期津貼\$20,820 Rate per eligibility period for Directorate Pay Scale D1 to D3: \$20,820 <p>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</p> <ul style="list-style-type: none"> ● 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service

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附帶福利

FRINGE BENEFITS

職位 / 薪酬表 POST / PAY SCALE	附帶福利 FRINGE BENEFITS
<p>教育署副署長 Deputy Director of Education</p> <p>首長級薪級表 Directorate Pay Scale 第四點 D4</p> <p>薪金 Salary \$256,985 - \$272,745</p>	<p>有薪假期 PAID LEAVE</p> <ul style="list-style-type: none">● 例假(服務未滿10年：一年22日；服務滿10年：一年26日) (適用於2000年6月或之後入職人員) Vacation leave (22 days/year with less than 10 years' service; 26 days/year with 10 years' service or above) (Applicable to officers joining in June 2000 or after)● 其他假期包括病假、分娩假、侍產假、婚假、恩恤假和進修假期 Other leaves including sick leave, maternity leave, paternity leave, marriage leave, compassionate leave and study leave <p>醫療及牙科福利 MEDICAL AND DENTAL BENEFITS</p> <ul style="list-style-type: none">● 政府醫療及牙科機構 Government medical and dental facilities● 公務員、公務員的配偶及未滿21歲的未婚子女 Officers, officers' spouse and children who are unmarried and under the age of 21 <p>房屋福利 HOUSING BENEFITS</p> <ul style="list-style-type: none">● 可享非實報實銷現金津貼：每月津貼\$42,470 (首長級薪級表第2至5點) Eligible for Non-accountable Cash Allowance: Rate per month: \$42,470 (Directorate Pay Scale D2 to D5)● 最多合共120個月 A maximum of 120 months <p>度假旅費津貼 LEAVE PASSAGE ALLOWANCE</p> <ul style="list-style-type: none">● 可享非實報實銷度假旅費津貼 Eligible for Non-accountable Leave Passage Allowance● 首長級薪級表第4至6點每個資格周期津貼\$41,640 Rate per eligibility period for Directorate Pay Scale D4 to D6: \$41,640 <p>公務員公積金計劃 CIVIL SERVICE PROVIDENT FUND SCHEME</p> <ul style="list-style-type: none">● 連續服務滿10年將會享有政府額外供款 Government's additional contributions would be fully vested on completion of ten continuous years of service

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