

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 14 February 2025

Government Secondary and Primary Schools

Contract Period : up to 31 August 2025

| | Post Title | Salary |
|----|---|-----------------|
| 1. | <u>Information Technology Resources Officer</u> | \$27,475 |
| 2. | <u>Teaching Assistant (Diploma Level)</u> | \$18,895 |
| 3. | <u>Teaching Assistant (Matriculated)</u> | \$17,185 |
| 4. | <u>General Worker</u> | \$14,710 |

Post : Information Technology Resources Officer**Salary : \$27,475 per month (Contract Period : up to 31 August 2025)**

| <u>No</u> | <u>School</u> | <u>EDB Job No</u> |
|-----------|--|--------------------|
| 1 | Tang Shiu Kin Victoria Government Secondary School | EDB/TSKVGSS/060/25 |

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, Web-based School Administration and Management System (WebSAMS) (CloudSAMS after upgrade) 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 : up to 31 August 2025)**

| <u>No</u> | <u>Related subject / discipline</u> | <u>School</u> | <u>EDB Job No</u> |
|-----------|---|---|----------------------|
| 2 | Student Support Assistant | Sir Ellis Kadoorie Secondary School (West Kowloon) | EDB/SEKSS(WK)/054/25 |
| 3 | | Sham Shui Po Government Primary School | EDB/SSPGPS/056/25 |
| 4 | Academic Affairs, Mathematics & Science | Helen Liang Memorial Secondary School (Shatin) | EDB/HLMSS(ST)/059/25 |
| 5 | | Hong Kong Southern District Government Primary School | EDB/HKSDGPS/063/25 |

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.

Post : Teaching Assistant (Matriculated)

Salary : \$17,185 per month (Contract Period : up to 31 August 2025)

| No | Related subject / discipline | School | EDB Job No |
|-----------|-------------------------------------|---|--------------------------|
| 6 | | Tin Shui Wai Government Secondary School | EDB/TSWGSS/057/25 |

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) (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 : General Worker

Salary : \$14,710 per month (Contract Period : up to 31 August 2025)

| No | School | EDB Job No |
|-----------|--|---------------------------|
| 7 | Tang Shiu Kin Victoria Government Secondary School | EDB/TSKVGSS/061/25 |
| 8 | Hong Kong Southern District Government Primary School | EDB/HKSDGPS/062/25 |
| LD1 | Chiu Lut Sau Memorial Secondary School | EDB/CLSMSS/055/25 |
| LD2 | Tin Shui Wai Government Secondary School | EDB/TSWGSS/058/25 |

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.

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), (7) and (LD1) : 27 February 2025****Posts (2)-(4), (6) and (LD2) : 21 February 2025****Posts (5) and (8) : 28 February 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/>). 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. 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 and Enquiry Telephone :

| <u>School</u> | <u>Address</u> | <u>Enquiry Telephone</u> |
|--|---|---------------------------------|
| Hong Kong Southern District Government Primary School | 325, Ap Lei Chau Bridge Road, Hong Kong | 2551 0030 |
| Sham Shui Po Government Primary School | 101 Sham Mong Road, Sham Shui Po, Kowloon | 2959 0555 |
| Chiu Lut Sau Memorial Secondary School | 7 Tai Yuk Road, Yuen Long, New Territories | 2477 8237 |
| Helen Liang Memorial Secondary School (Shatin) | 2 Hin Tin Street, Tai Wai, Shatin, New Territories | 2694 1414 |
| Sir Ellis Kadoorie Secondary School (West Kowloon) | 22 Hoi Fan Road, Tai Kok Tsui, Kowloon | 2576 1871 |
| Tang Shiu Kin Victoria Government Secondary School | 5 Oi Kwan Road, Wanchai, Hong Kong | 2573 6962 |
| Tin Shui Wai Government Secondary School | Phase II Tin Yiu Estate, Tin Shui Wai, New Territories | 2445 0967 |