

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 11 October 2024

Government Secondary and Primary Schools

Contract Period : up to 31 August 2025

	Post Title	Salary
1.	<u>Administrative Assistant</u>	\$27,475
2.	<u>Information Technology Resources Assistant</u>	\$20,620
3.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
4.	<u>Teaching Assistant (Matriculated)</u>	\$17,185
5.	<u>Accounting Clerk</u>	\$19,455
6.	<u>General Clerk</u>	\$15,865
7.	<u>General Worker</u>	\$14,710
8.	<u>Technical Support Services Officer I</u>	\$20,165

Post : Administrative Assistant**Salary : \$27,475 per month (Contract Period : up to 31 August 2025)**

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
1	Canton Road Government Primary School	EDB/SRA/0858/24

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 Assistant**Salary : \$20,620 per month (Contract Period : up to 31 August 2025)**

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
2	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0870/24

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, Web-based School Administrative and Management System (WebSAMS) 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 : up to 31 August 2025)**

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
3		Hong Kong Southern District Government Primary School	EDB/SRA/0855/24
4		Sham Shui Po Government Primary School	EDB/SRA/0857/24
5	Information Technology and Extra-Curricular Activities	Queen's College	EDB/SRA/0865/24
6	Special Educational Needs & Chinese Language	NTHYK Tai Po District Secondary School	EDB/SRA/0875/24

7	Science & Computer Studies	NTHYK Tai Po District Secondary School	EDB/SRA/0876/24
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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
8	Information Technology	Tseung Kwan O Government Primary School	EDB/SRA/0860/24
9	Special Educational Needs	Tseung Kwan O Government Primary School	EDB/SRA/0861/24
10		Homantin Government Secondary School	EDB/SRA/0868/24
11		Ma Tau Chung Government Primary School	EDB/SRA/0874/24

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 : up to 31 August 2025)

No	School	EDB Job No
12	Sham Shui Po Government Primary School	EDB/SRA/0856/24
13	Tseung Kwan O Government Primary School	EDB/SRA/0859/24

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 : General Clerk

Salary : \$15,865 per month (Contract Period : up to 31 August 2025)

No	School	EDB Job No
14	Sheung Shui Government Secondary School	EDB/SRA/0862/24
15	Fanling Government Primary School	EDB/SRA/0866/24
16	Jockey Club Government Secondary School	EDB/SRA/0869/24
17	Li Sing Primary School	EDB/SRA/0872/24
18	Ma Tau Chung Government Primary School	EDB/SRA/0873/24
LD1	Hennessy Road Government Primary School	EDB/SRA/0880/24

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 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) 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.

Post : General Worker

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

No	School	EDB Job No
19	Hong Kong Southern District Government Primary School	EDB/SRA/0854/24
20	South Tuen Mun Government Secondary School	EDB/SRA/0863/24
21	Queen's College	EDB/SRA/0864/24
22	Homantin Government Secondary School	EDB/SRA/0867/24
23	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0871/24
LD2	Hoi Pa Street Government Primary School	EDB/SRA/0877/24
LD3	Queen Elizabeth School	EDB/SRA/0878/24
LD4	Tin Shui Wai Government Secondary School	EDB/SRA/0879/24

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 (21) : Working hours : 9:45 a.m. to 7:15 p.m. (Mondays to Fridays), 7:30 a.m. to 12:30 p.m. (Alternate Saturday), except public holidays.

Post : Technical Support Services Officer I

Salary : \$20,165 per month (Contract Period: up to 31 August 2025)

No	School	EDB Job No
LD5	Hennessy Road Government Primary School	EDB/SRA/0881/24

Duties : (a) To support the use of computer hardware, software and network equipments including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (b) To support online learning platforms; (c) To support Web-based School Administrative and Management System (WebSAMS) and school intranet; (d) To design, develop and update school webpages; (e) To assist in promoting Information Technology education and operating audio-visual equipment; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completed Secondary 5 or above, or equivalent; (b) Holder of Microsoft Certified Professional (MCP) certification; (c) At least 1 year experience in network support in WAN/LAN; (d) Familiar with common administration tasks for Windows server 2016 or above; (e) Knowledge of network management, including: (i) network protocol (TCP/IP, Web service, etc.); (ii) network equipment (firewalls, routers and switches, etc.); (f) Familiar with Web-based School Administrative and Management System (WebSAMS); and (g) Relevant working experience preferred.

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), (4)-(5), (8)-(10), (12)-(13), (21)-(22) and (LD4) : 18 October 2024

Posts (2)-(3), (17), (19), (23) and (LD3) : 25 October 2024

Posts (6)-(7) : 22 October 2024

Posts (11), (14)-(16), (18), (LD1)-(LD2) and (LD5) : 24 October 2024

Posts (20) : 17 October 2024

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>
Canton Road Government Primary School	178 Canton Road, Tsimshatsui, Kowloon	2366 1530
Fanling Government Primary School	Cheung Wah Estate, Fanling, New Territories	2669 2024
Hong Kong Southern District Government Primary School	325, Ap Lei Chau Bridge Road, Hong Kong	2550 9662
Hoi Pa Street Government Primary School	1 Kai Chi Close, Tsuen Wan, New Territories	2490 2828
Hennessy Road Government Primary School	169 Thomson Road, Wanchai, Hong Kong	2572 6633
Kwun Tong Government Primary School (Sau Ming Road)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon	2709 2220
Li Sing Primary School	119 High Street, Sai Ying Pun, Hong Kong	2540 8966
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	2711 5548
Sham Shui Po Government Primary School	101 Sham Mong Road, Sham Shui Po, Kowloon	2959 0555
Tseung Kwan O Government Primary School	Hau Tak Estate Phase II, Tseung Kwan O, New Territories	2701 2886
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	2711 2680
Jockey Club Government Secondary School	2B Oxford Road, Kowloon	2336 6761
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	2664 3032
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	2576 1992
Queen Elizabeth School	152 Sai Yee Street, Mongkok, Kowloon	2380 9621
Sheung Shui Government Secondary School	21 Pak Wo Road, Sheung Shui, New Territories	2668 0628
South Tuen Mun Government Secondary School	218 Wu Shan Road, Tuen Mun, New Territories	2404 5506

Tin Shui Wai Government Secondary School	Phase II Tin Yiu Estate, Tin Shui Wai, New Territories	2445 0967
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