

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 29 November 2024

Government Secondary and Primary Schools

Contract Period : up to 31 August 2025

| | Post Title | Salary |
|-----------|---|-----------------|
| 1. | <u>Teaching Assistant (Diploma Level)</u> | \$18,895 |
| 2. | <u>General Worker</u> | \$14,710 |

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> |
|------------------|--|---|--------------------------|
| 1 | | Kwun Tong Government Primary School | EDB/SRA/0955/24 |
| 2 | Science & Computer Studies | NTHYK Tai Po District Secondary School | EDB/SRA/0958/24 |
| CSB1 | | Jordan Road Government Primary School | EDB/SRA/0956/24 |

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

| <u>No</u> | <u>School</u> | <u>EDB Job No</u> |
|------------------|---|--------------------------|
| 3 | Homantin Government Secondary School | EDB/SRA/0957/24 |
| 4 | Jockey Club Government Secondary School | EDB/SRA/0960/24 |
| LD1 | Tin Shui Wai Government Secondary School | EDB/SRA/0959/24 |
| LD2 | Hennessy Road Government Primary School (Causeway Bay) | EDB/SRA/0961/24 |

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.

Closing date of application :**Posts (1) : 13 December 2024****Posts (2), (4) and (LD2) : 12 December 2024****Posts (3) and (LD1) : 6 December 2024****Posts (CSB1) : 5 December 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> |
|---|---|---------------------------------|
| Hennessy Road Government Primary School (Causeway Bay) | 3 Eastern Road, Causeway Bay, Hong Kong | 2157 2788 |
| Jordan Road Government Primary School | 1B Nanking Street, Yaumatei, Kowloon | 2332 4249 |
| Kwun Tong Government Primary School | 240 Ngau Tau Kok Road, Kwun Tong, Kowloon | 2756 0762 |
| 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 |
| Tin Shui Wai Government Secondary School | Phase II Tin Yiu Estate, Tin Shui Wai, New Territories | 2445 0967 |