

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 27 December 2024**

**Government Secondary and Primary Schools**

**Contract Period : up to 31 August 2025**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	<b>\$18,895</b>
2.	<a href="#"><u>Teaching Assistant (Matriculated)</u></a>	<b>\$17,185</b>
3.	<a href="#"><u>General Clerk</u></a>	<b>\$15,865</b>
4.	<a href="#"><u>General Worker</u></a>	<b>\$14,710</b>

**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		Tin Shui Wai Government Primary School	EDB/SRA/0999/24
2		Ma Tau Chung Government Primary School (Hung Hom Bay)	EDB/SRA/1000/24
LD1	Student Supports/Chinese Language & Non-Chinese Speaking Students	Queen Elizabeth School	EDB/SRA/1005/24
LD2		Wong Tai Sin Government Primary School	EDB/SRA/1006/24
LD3		Sha Tin Government Secondary School	EDB/SRA/1010/24

**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.

**Additional duties/entry requirements:**

**Post (2)** : Familiar with video editing preferred; Studied photo-taking courses preferred; To design, maintain and update the school webpage; To provide technical support in school Campus TV Station; To assist in setting up and operating the school Campus TV Station equipment and handle relevant maintenance work; Outdoor and indoor video recording and post-production, such as editing, adding subtitles and special effects; To provide Information Technology technical support.

**Post : Teaching Assistant (Matriculated)****Salary : \$17,185 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	Special Educational Needs	Homantin Government Secondary School	EDB/SRA/1004/24

**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 : General Clerk**

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>4</b>	<b>Sheung Shui Government Secondary School</b>	<b>EDB/SRA/1009/24</b>
<b>LD4</b>	<b>Sha Tin Government Secondary School</b>	<b>EDB/SRA/1011/24</b>

**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)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>5</b>	<b>Homantin Government Secondary School</b>	<b>EDB/SRA/1001/24</b>
<b>LD5</b>	<b>Hennessy Road Government Primary School (Causeway Bay)</b>	<b>EDB/SRA/0998/24</b>
<b>LD6</b>	<b>Wong Tai Sin Government Primary School</b>	<b>EDB/SRA/1007/24</b>
<b>LD7</b>	<b>Tin Shui Wai Government Secondary School</b>	<b>EDB/SRA/1008/24</b>

**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

- 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), (LD2) and (LD6) : 9 January 2025**

**Posts (2), (4) and (LD1) : 10 January 2025**

**Posts (3), (5), (LD3)-(LD4) and (LD7) : 3 January 2025**

**Posts (LD5) : 27 January 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 :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Enquiry Telephone</u></b>
<b>Hennessy Road Government Primary School (Causeway Bay)</b>	<b>3 Eastern Road, Causeway Bay, Hong Kong</b>	<b>2157 2788</b>
<b>Ma Tau Chung Government Primary School (Hung Hom Bay)</b>	<b>3 Oi King Street, Hung Hom Bay, Kowloon</b>	<b>2363 8989</b>
<b>Tin Shui Wai Government Primary School</b>	<b>10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories</b>	<b>2447 4288</b>
<b>Wong Tai Sin Government Primary School</b>	<b>100 Ching Tak Street, Wong Tai Sin, Kowloon</b>	<b>2320 2437</b>
<b>Homantin Government Secondary School</b>	<b>8 Perth Street, Homantin, Kowloon</b>	<b>2711 2680</b>
<b>Queen Elizabeth School</b>	<b>152 Sai Yee Street, Mongkok, Kowloon</b>	<b>2380 9621</b>
<b>Sheung Shui Government Secondary School</b>	<b>21 Pak Wo Road, Sheung Shui, New Territories</b>	<b>2668 0628</b>

<b>Sha Tin Government Secondary School</b>	<b>11-17 Man Lai Road, Shatin, New Territories</b>	<b>2691 4744</b>
<b>Tin Shui Wai Government Secondary School</b>	<b>Phase II Tin Yiu Estate, Tin Shui Wai, New Territories</b>	<b>2445 0967</b>