

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 3 January 2025

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 Clerk</u>	\$15,865

Post : Teaching Assistant (Diploma Level)

Salary : \$18,895 per month (Contract Period : up to 31 August 2025)

No	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
1		Tin Shui Wai Government Primary School	EDB/TSWGPS/001/25
2	Special Educational Needs	Queen's College	EDB/QC/002/25
3	Science & Computer Studies	NTHYK Tai Po District Secondary School	EDB/NTTPDSS/004/25

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 : General Clerk

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

No	<u>School</u>	<u>EDB Job No</u>
4	NTHYK Tai Po District Secondary School	EDB/NTTPDSS/003/25
5	Ma Tau Chung Government Primary School	EDB/MTCGPS/005/25

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) 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.

Note :

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) and (5) : 16 January 2025

Posts (2)-(4) : 10 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 :

<u>School</u>	<u>Address</u>	<u>Enquiry Telephone</u>
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	2711 5548
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories	2447 4288
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