

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 26 July 2024

Government Secondary and Primary Schools

Contract Period : up to 31 August 2024

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$18,345

Contract Period : 1 year

	Post Title	Salary
1.	<u>Information Technology Resources Officer</u>	\$26,675
2.	<u>Information Technology Resources Assistant</u>	\$20,020
3.	<u>Teaching Assistant (Diploma Level)</u>	\$18,345
4.	<u>Teaching Assistant (Matriculated)</u>	\$16,685
5.	<u>Accounting Clerk</u>	\$18,890
6.	<u>General Clerk</u>	\$15,405
7.	<u>Semi-skilled Worker</u>	\$14,510
8.	<u>General Worker</u>	\$14,285
9.	<u>Science, Technology, Engineering, Art and Mathematics (STEAM) Officer</u>	\$30,500
10.	<u>School Counsellor</u>	\$23,295

Post : Teaching Assistant (Diploma Level)

Salary : \$18,345 per month (Contract Period: up to 31 August 2024)

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>
CSB1		Jordan Road Government Primary School	EDB/JRGPS/297/24

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.

Closing date of application :

Post (CSB1) : 1 August 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>
Jordan Road Government Primary School	1B Nanking Street, Yaumatei, Kowloon	2332 4249

Post : Information Technology Resources Officer**Salary : \$26,675 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
1	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0540/24	-
2	Ma Tau Chung Government Primary School (Hung Hom Bay)	EDB/SRA/0560/24	10%

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) 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 : Information Technology Resources Assistant**Salary : \$20,020 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
LD1	Shau Kei Wan Government Primary School	EDB/SRA/0537/24	-

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 : \$18,345 per month (Contract Period: 1 year)**

No	Related subject / discipline	School	EDB Job No	Gratuity
3	English Language	Yuen Long Public Secondary School	EDB/SRA/0538/24	-

4	Special Educational Needs	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0544/24	-
5		Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0545/24	-
6	Non-Chinese Speaking Students	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0546/24	-
7	Chinese Language	Li Cheng Uk Government Primary School	EDB/SRA/0548/24	10%
8	Design	Li Cheng Uk Government Primary School	EDB/SRA/0549/24	10%
9	Information Technology	Li Cheng Uk Government Primary School	EDB/SRA/0550/24	10%
10	English Language (Non-Chinese Speaking Students)	Li Cheng Uk Government Primary School	EDB/SRA/0551/24	10%
11	Non-Chinese Speaking Students Support	Shau Kei Wan East Government Secondary School	EDB/SRA/0555/24	-
12	Information Technology	South Yuen Long Government Primary School	EDB/SRA/0559/24	-
13		Ma Tau Chung Government Primary School (Hung Hom Bay)	EDB/SRA/0562/24	-
14	Special Educational Needs	Ma Tau Chung Government Primary School (Hung Hom Bay)	EDB/SRA/0563/24	-
15	Special Educational Needs	Kwun Tong Government Primary School	EDB/SRA/0564/24	-
16	Chinese Language/Mathematics/Special Educational Needs	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0568/24	-
CSB1		Tsuen Wan Government Primary School	EDB/SRA/0535/24	-
CSB2		Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0552/24	-
LD2		Hennessy Road Government Primary School	EDB/SRA/0524/24	-

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 (7)** : To assist teacher in teaching non-Chinese speaking students to learn Chinese; Fluent in English Speaking preferred; A diploma/degree in teaching Chinese at primary school preferred.
- Post (8)** : To design school wall paint, newsletter and banner, etc.; Fluent in English Speaking preferred; A diploma/degree in design preferred; Familiar with software related to design preferred.
- Post (9)** : To assist in the production of slides/videos for teaching; To prepare and operate computer facilities; Fluent in English Speaking preferred; A diploma/degree in computer studies preferred; Familiar with the use of computer networks and software preferred.
- Post (10)** : To assist in answering enquires and communicate with Urdu speaking parents; Fluent in English Speaking and able to communicate in Urdu preferred.

Post : Teaching Assistant (Matriculated)**Salary : \$16,685 per month (Contract Period: 1 year)**

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
17	E-Learning & Science, Technology, Engineering and Mathematics (STEM) education	Farm Road Government Primary School	EDB/SRA/0526/24	-
18	Moral Education	Farm Road Government Primary School	EDB/SRA/0527/24	-
19	Life-wide learning Activities	Farm Road Government Primary School	EDB/SRA/0528/24	-
20		Homantin Government Secondary School	EDB/SRA/0530/24	-
21	Information Technology	Homantin Government Secondary School	EDB/SRA/0531/24	-
22	Campus TV	Sha Tin Government Primary School	EDB/SRA/0532/24	-

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.

Additional duties/entry requirements:

Post (22) : To provide technical support for School Campus TV Station; To assist in setting up, operating and maintaining the School Campus TV Station equipment; To perform outdoor and indoor video recording and post-production.

Post : Accounting Clerk

Salary : \$18,890 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB3	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0553/24	-

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 : \$15,405 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
23	Fanling Government Primary School	EDB/SRA/0533/24	-
24	Queen's College	EDB/SRA/0539/24	-
25	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0541/24	-
26	Aldrich Bay Government Primary School	EDB/SRA/0556/24	-
27	Tuen Mun Government Secondary School	EDB/SRA/0566/24	-
28	Kowloon Tong Government Primary School	EDB/SRA/0567/24	-

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 : Semi-skilled Worker

Salary : \$14,510 per month (Contract Period: 1 year)

No	School	EDB Job No
29	Homantin Government Secondary School	EDB/SRA/0529/24
30	Kwun Tong Kung Lok Government Secondary School	EDB/SRA/0536/24
31	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0542/24
CSB4	Jordan Road Government Primary School	EDB/SRA/0534/24

Duties : (a) To perform general duties in school workshop/laboratory; (b) To handle daily cleaning and maintenance work; (c) Work on shift or overtime may be required; and (d) 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 use and maintenance of workshop tools and general stationery equipment; (d) Working experience in school workshop/laboratory preferred; and (e) May be required to take trade test.

Additional duties/entry requirements:

Post (29) : Contract period: 2/9/2024-22/8/2025.

Post : General Worker

Salary : \$14,285 per month (Contract Period: 1 year)

No	School	EDB Job No
32	Farm Road Government Primary School	EDB/SRA/0523/24
33	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0543/24
34	Aldrich Bay Government Primary School	EDB/SRA/0557/24
35	South Yuen Long Government Primary School	EDB/SRA/0558/24
36	Ma Tau Chung Government Primary School (Hung Hom Bay)	EDB/SRA/0561/24
LD3	Tin Shui Wai Government Secondary School	EDB/SRA/0522/24
LD4	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0554/24

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.

Post : Science, Technology, Engineering, Art and Mathematics (STEAM) Officer

Salary : \$30,500 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
37	Tseung Kwan O Government Secondary School	EDB/SRA/0565/24	-

Duties : (a) To assist in planning, organising and conducting professional development programmes targeted at Science, Technology, Engineering, Art and Mathematics (STEAM) education and teachers on STEAM training as well as STEAM learning activities and events for students of schools; (b) To assist in coordinating the evaluation of the progress and outcomes of implementation of STEAM education; (c) To provide professional advices and support to schools on implementation of STEAM education; (d) To assist in collaboration with different Universities to carry out various programmes and activities; (e) To prepare STEAM resources and materials as required; (f) To provide support and guidance for students to learn in diverse varieties of STEAM courses; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma in Mathematics, Science, Information Technology or related subjects from a Hong Kong tertiary educational institution, or equivalent; (b) At least 5 year's teaching experience or above; (c) Good command of both Chinese and English, preferably with Putonghua; (d) Strong coding literacy; (e) Outgoing personality; and (f) Ability to work under tight time pressures and produce quality content.

Post : School Counsellor

Salary : \$23,295 per month (Contract Period: 1 year)

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
38	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0547/24	-

Duties : (a) To undertake and assist in casework services to students in needs, including special educational needs students; (b) To plan, organize and implement groups and outdoor activities; (c) To provide guidance and counselling services; (d) To assist in daily work of special educational needs coordinator (SENCO) and Guidance Team; (e) To cooperate with Social Worker to handle students' cases; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma in Social Work or Counselling and Psychology from a Hong Kong tertiary educational institution, or equivalent; (b) Met the language proficiency requirements of 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; (c) Fluent Cantonese and English; (d) Experience in taking care of students with special educational needs preferred; and (e) May be required to take trade test and/or written 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)-(15), (22)-(25), (28), (30)-(31), (33), (35)-(36), (38), (CSB4) and (LD1)-(LD2) : 8 August 2024

Posts (17)-(19), (32), (37), (CSB1)-(CSB3) and (LD3)-(LD4) : 9 August 2024

Posts (20)-(21), (26), (29) and (34) : 2 August 2024

Posts (16) and (27) : 1 August 2024

How to apply :

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School Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Enquiry Telephone</u>
Aldrich Bay Government Primary School	1 Oi Lai Street, Shau Kei Wan, Hong Kong	2561 1118
Fanling Government Primary School	Cheung Wah Estate, Fanling, New Territories	2669 2024
Farm Road Government Primary School	8 Farm Road, Tokwawan, Kowloon	2711 0682
Hennessy Road Government Primary School (Causeway Bay)	3 Eastern Road, Causeway Bay, Hong Kong	2157 2788
Hennessy Road Government Primary School	169 Thomson Road, Wanchai, Hong Kong	2572 6633
Jordan Road Government Primary School	1B Nanking Street, Yaumatei, Kowloon	2332 4249
Kowloon Tong Government Primary School	6 Tim Fuk Road, Kowloon Tong, Kowloon	2336 0991
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Kwun Tong, Kowloon	2756 0762
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	2386 8049
Ma Tau Chung Government Primary School (Hung Hom Bay)	3 Oi King Street, Hung Hom Bay, Kowloon	2363 8989
Shau Kei Wan Government Primary School	19 Main Street East, Shaukeiwan, Hong Kong	2569 2532
Sha Tin Government Primary School	Sun Tin Wai Estate, Sha Tin, New Territories	2604 9867
South Yuen Long Government Primary School	No. 21, Lam Hau Tsuen Road, Yuen Long, New Territories	2478 1230
Tsuen Wan Government Primary School	600 Castle Peak Road, Tsuen Wan, New Territories	2415 6313
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	2694 1414
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	2711 2680
Kwun Tong Kung Lok Government Secondary School	90 Kung Lok Road, Kwun Tong, Kowloon	2343 5059
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	2576 1992

Shau Kei Wan East Government Secondary School	40 Chai Wan Road, Shaukeiwan, Hong Kong	2560 2677
Tseung Kwan O Government Secondary School	2 King Yin Lane, Tseung Kwan O, New Territories	2704 0051
Tuen Mun Government Secondary School	393 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories	2458 0459
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
Yuen Long Public Secondary School	22 Town Park Road South, Yuen Long, New Territories	2476 2357