

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 7 February 2025**

**Government Secondary and Primary Schools**

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

	<b>Post Title</b>	<b>Salary</b>
<b>1.</b>	<b><a href="#">General Clerk</a></b>	<b>\$15,865</b>
<b>2.</b>	<b><a href="#">General Worker</a></b>	<b>\$14,710</b>

**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>1</b>	<b>Tuen Mun Government Primary School</b>	<b>EDB/TMGPS/051/25</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) 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>2</b>	<b>Hennessy Road Government Primary School (Causeway Bay)</b>	<b>EDB/HRGPS(CWB)/050/25</b>
<b>LD1</b>	<b>South Yuen Long Government Primary School</b>	<b>EDB/SYLGPS/052/25</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 :**

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 (LD1) : 20 February 2025**

**Posts (2) : 28 February 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>South Yuen Long Government Primary School</b>	<b>No. 21, Lam Hau Tsuen Road, Yuen Long, New Territories</b>	<b>2478 1230</b>
<b>Tuen Mun Government Primary School</b>	<b>Siu Hong Court, Tuen Mun, New Territories</b>	<b>2465 1662</b>