

INTERNATIONAL INDIAN SCHOOL - JEDDAH

(AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI-INDIA)

MEMBER, COUNCIL OF C.B.S.E. SCHOOL IN GULF

MINISTRY OF EDUCATION - K.S.A. - LICENCE NO. 045 / J

P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA

Boys' Section Tel. 6751536 / 6711934 / 6712097 - Fax. 6751539

Girls' Section Tel. 6721607 / 6718345 - Fax. 6710487

Girls' Section I-II Tel. 6737752 - KG Tel. 6747737



المدرسة الهندية العالمية - بجدة

المملكة العربية السعودية

وزارة التربية والتعليم - ترخيص رقم ج / ٥٠٥

ص.ب: ١٤٨٦١ جدة ٢١٤٣٤

ت: قسم البنين ٦٧٥١٥٣٦ / ٦٧١١٩٣٤ / ٦٧١٢٠٩٧ - فاكس: ٦٧٥١٥٣٩

ت: قسم البنات ٦٧٢١٦٠٧ / ٦٧١٨٣٤٥ - فاكس: ٦١٧٠٤٨٧

ت: قسم البنات فصل ١ و ٢: ٦٧٣٧٧٥٢ - روضة وتمهيدي: ٦٧٤٧٧٣٧

RECRUITMENT NOTIFICATION

No. IISJ/REC/AO/2020-21

Date: September 20, 2020

International Indian School Jeddah – a CBSE-affiliated Senior Secondary School under the patronage of the Embassy of India, invites online applications only from locally available Indian citizens in KSA, for filling up vacancy of **Administrative Officer**. The candidates having transferable iqama will be preferred. Candidates are required to apply online through www.iisjed.org. No other means / mode of submission of application will be accepted. The recruitment test / interview will be conducted through offline mode.

The schedule of online submission of application is as follows:

Sl. No.	Name of the Post	Essential Qualifications & Experience	Last Date of Submission of Application
01.	Administrative Officer	<ul style="list-style-type: none">Qualification A postgraduate in any discipline with a degree or diploma in Administration / Management or a Master's degree in management from a reputed university.Experience At least 15 years experience in the relevant field, preferably in school administration.	October 5, 2020

Important

- The qualifying degree should be 3-tier attested, viz. by Ministry of Human Resources Development (HRD), Ministry of External Affairs (MEA) and Royal Saudi Embassy (RSE).
- Candidates are required to upload the copy of qualifying degrees, achievement and experience while applying online along with a copy of class X certificate as proof of date of birth.
- For any query please write to recruitment@iisjed.org




Dr. Muzaffar Hassan
(Principal & HOI)