



INTERNATIONAL INDIAN SCHOOL, AL-JUBAIL

PANEL RECRUITMENT – NON-TEACHING STAFF

Date: 13/09/2026

Applications are invited from qualified female candidates for the following vacancies.

<u>Requirement</u>	<u>Qualifications</u>
Office Assistant (Female)	Essential: Graduate in any discipline/field. Experience: Minimum of 03 years' experience in a similar position. Freshers may also apply. Job Requirement: Ability to prioritize tasks and manage time effectively, to meet deadlines, attention to detail and accuracy, maintain confidentiality and professionalism. Computer Proficiency: Proficiency in MS Office applications, email communication, Internet usage, and basic computer operations.
Office Assistant-Finance (Female)	Essential: Bachelor's degree in Commerce, Accounting, or Finance (B. Com, BBA, or equivalent) Experience: 5 years of relevant experience in accounting or cash handling. Freshers may also apply. Computer Proficiency: Proficiency in MS Office applications, email communication, Internet usage, basic computer operations, data entry, and basic accounting software.
First Aid Nurse	Essential: 1. Bachelor's degree or Diploma in Nursing of duration not less than 2 years from any recognized Institute with relevant experience. 2. Proficient in communicating through English medium. Desirable: Knowledge of Computer Application (Proficient in MS Office).
Librarian	Essential: 1. Bachelor's degree in library science or Graduate with one-year Diploma in Library Science from a recognized Institute with relevant experience. 2. Proficient in communicating through English medium. Freshers may also apply. Desirable: Proficiency in MS Office applications and basic library software.
Lab Assistant	Essential: 1. Bachelor's Degree with at least 50% marks in school teaching subjects/combination of subjects and in aggregate. 2. Proficient in communicating through English medium. Desirable: Knowledge of Computer Applications (Proficient in MS Office).

Receptionist	Essential: - Any Graduate/Diploma with relevant experience. - Proficient in communicating through English medium. Freshers may also apply. Desirable: Knowledge of Computer Application (Proficient in MS Office).
Sports Attendant	Any Graduate/Diploma with relevant experience. Freshers may also apply.
Lady Attendant	10 th Standard Pass with relevant experience.

MODE OF APPLICATION

Interested candidates are requested to apply online and upload the relevant documents using the following links.

- Link to download the application form:
<https://www.iisjubail.org/Administration/Vacancies.aspx>
- Google Link to apply online: <https://forms.gle/scMWhNpiUXrHGmXL8>
- The last date for the submission of application is Saturday, 26/09/2026 [Up to 11.00 am].**

DOCUMENTS TO BE SUBMITTED

- CV [Curriculum Vitae]
- Passport [Copy of first and last page]
- Digital Iqama copy with Expiry date
- Attested Educational Degrees (HRD, MEA, Saudi Attestation/Apostille)
- Final / Consolidated Mark sheet and Certifications etc.
- Experience Certificates (if any)

IMPORTANT NOTE

- Candidates on visit visa are not eligible.
- Existing Ad-hoc staff of IIS Jubail may also apply.**
- Only Indian Nationals are eligible to apply.**
- This is only for preparation of panel. Candidates from the panel will be called **ONLY** if a vacancy arises during the session.
- Candidates working in other schools in KSA must submit NOC, if they are selected.



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