



INTERNATIONAL INDIAN SCHOOL, AL-JUBAIL

Date: 31/12/2025

WANTED NON-TEACHING STAFF FOR AD-HOC APPOINTMENT

Note:

- 1 ONLY INDIAN NATIONALS (FEMALE) ARE ELIGIBLE FOR APPLYING**
- 2 CANDIDATES ON VISIT VISA ARE NOT ELIGIBLE**
- 3 Candidates working in other schools in Jubail have to submit NOC, if they are selected.**

Applications are invited from qualified, experienced and **locally** available candidates (inside KSA) for the following ad-hoc vacancy.

<u>Requirement</u>	<u>Vacancy</u>	<u>Qualifications</u>
Office Assistant	01	<p>Essential: Bachelor's degree in Commerce, Accounting, or Finance (B.Com, BBA, or equivalent)</p> <p>Experience: 2 years of relevant experience in accounting or handling cash.</p>

Mode of Application:

Interested candidates are requested to apply online and upload the relevant documents using the following links on or before **Tuesday, 06/01/2026 by 01:30 PM.**

1. Link to download the application form: <https://iisjubail.org/Administration/Vacancies.aspx>
2. Link to Apply online: <https://forms.gle/gcZpabfHvFktVTTH8>
3. For further clarification contact us during school working hours at (Tel: +966 33624130 Ext-279 - Sunday to Thursday between 7:30 a.m. and 2:30 p.m. and Saturday between 8:30 a.m. and 11:30 a.m.)

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PRINCIPAL