



INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

REF: IISJ/ADM-04/2026-27/16

DATE: 03-06-2026

Local Advertisement for Non-Teaching Positions on Ad-Hoc basis

International Indian School, Jeddah – requires the services of eligible candidates for the following Non-Teaching positions on ad-hoc basis. Desirous eligible candidates (Indian Nationals only) are required to apply online and submit the required documents through the link <https://forms.gle/T8FpeutUnHtBpL5f6> latest by 13th June 2026.

S. No.	Name & Number of The Post	Department	Eligibility Criteria
1.	Computer Lab Attendant – 1	Non-Teaching	Essential: 1. Intermediate in any stream. 2. Must possess basic computer skills. Candidates having any Diploma/Certificate course in Computer Science will be preferred.
2.	Administrative Assistant (UDC) – 3	Non-Teaching	Essential: 1. Graduate in any discipline with at least 02 years of working experience in the rank of Office Assistant in a Government / Private Organization. 2. Candidate should be proficient in English. 3. Candidate should have good communication skills (Written /Oral) 4. Must possess basic computer skill (MS Office etc.). Arabic Knowledge is preferable.
3.	Administrative Assistant (UDC) (Arabic Section) – 1	Non-Teaching	Essential: 1. Graduate in any discipline with at least 02 years of working experience in the rank of Office Assistant in a Government / Private Organization. 2. Candidate should be proficient in English. 3. Candidate should have good communication skills (Written /Oral) 4. Must possess basic computer skills (MS Office etc.) 5. Knowledge of local govt rules & regulations along with Arabic language proficiency is required.

Interested candidates are requested to submit the following documents:

- An updated CV
- Copies of qualification and experience certificates, including mark sheets from 10th grade through graduation
- A valid Iqama ID and
- A copy of their Passport.
- Applications with incomplete documentation will not be considered.

Candidates holding Visit or Umrah Visa will not be entertained.

Copy to:

- School Website
- SMC for information




Dr. Mohammad Imran
Principal

UNDER THE PATRONAGE OF EMBASSY OF INDIA, RIYADH
AFFILIATION NO. 5730001, SCHOOL CODE - 90072
MINISTRY OF EDUCATION - K.S.A - LICENCE NO. 045 / J, C.C.No. 136593
P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA
Boys' Section - Tel. +966 54 4435168
Girls' Section - Tel. +966 12 6721607 / 6718345
Girls' Section I & II - Tel. +966 12 6737752, KG-SECTION - Tel. +966 12 6747737

Scan for
Social Media



تحت رعاية سفارة الهند ، الرياض
تابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي - الهند
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢
وزارة التعليم - ترخيص رقم، ج/٤٥ رقم العضوية في الغرفة التجارية، ١٣٦٥٩٣
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤، المملكة العربية السعودية
ت : قسم البنين : ٤٤٣٥١٦٨ / ٩٦٦ ٥٤
ت : قسم البنات : ٦٧١٨٣٤٥ / ٩٦٦ ١٢ ٦٧٢١٦٠٧
ت : قسم البنات للصف الأول والثاني : ٩٦٦ ١٢ ٦٧٣٧٥٢ ، روضة - ٩٦٦ ١٢ ٦٧٤٧٧٧٧