

Ref: BISESJ/SC/JUN-25-26(01)

Date: 25th June 2026**RECRUITMENT CIRCULAR**

Bangladesh International School, English Section, Jeddah invites applications from qualified and experienced candidates for the positions listed below-

- Full-time positions available and Salary negotiable based on qualifications and experience.
- Applicants must clearly mention the position applied for.

Sl. No.	Position	No. of Vacancies	Required Qualification
1	Accountant	1	• Bachelor's degree in Accounting, Finance, or a related discipline from a recognized institution. • Minimum 3 years of relevant professional experience. • Proficiency in accounting software and Microsoft Office applications, particularly Excel. • Sound knowledge of financial reporting, budgeting, payroll administration, and internal controls.
2	IT-Administrator	1	• Bachelor's degree or Diploma in Information Technology, Computer Science, System Administration, or a related field. • Minimum 3 years of experience in IT support and system administration. • Strong knowledge of computer hardware, software, networking, servers, printers, smart boards, CCTV systems, and internet connectivity,
3	Logistic supervisor	1	• Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field. • Minimum 3 years of relevant supervisory experience. • Proven ability to manage procurement, inventory, transportation, facilities, and school assets. • Strong organizational, communication, and problem-solving skills.
4	Sports teacher	1	• Bachelor's degree in Physical Education, Sports Science, or a related field from a recognized institution. • Relevant teaching and/or coaching experience in a school environment. • Ability to plan, organize, and supervise sports, fitness, and extracurricular activities. • Strong leadership, communication, and student-management skills.
5	School bus driver	2	• valid Saudi driving license appropriate for operating a school bus. • Minimum 3 years of professional driving experience with a clean driving record.

Qualified applicants are invited to submit their CVs and scanned copies of academic certificates to recruitment@bisesjsa.com by 10th August 2026. Shortlisted candidates will be contacted for a face-to-face interview.

Md. Motiour Rahman Khan
Acting Principal, BISESJ

C.C. to: 1. All the members of school Management Council
1. Counsellor (Labour Welfare), Consulate General of Bangladesh, Jeddah, KSA 2. Office copy