



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Temporary Admin Support – Arabic Speaker (Local Hire Only)

Al Khor International School is one of the largest international schools in the Middle East with over 4,000 students. We are owned by Qatargas, the world's largest producer of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

We are looking for a dedicated and customer focused individual to join AKIS.

We are looking for an individual with experience of general clerical/administrative work in a small team setting. We are looking for someone who can work independently and as part of a team. The ideal candidate will be a motivated and highly organised individual. The ability to drive would be advantageous as you may be expected to work on different sites.

Applicants must be ICT literate, have an interest in reading and should be fluent in English and Arabic.

This position is local hire only and sponsorship is not available.

Some of the tasks of this position include:

- handling the collection and management of the library
- allocation of length of loans in order to ensure that all materials are accounted for and are returned on time
- ensuring users return books on time and send reminders to defaulters
- creating, updating and managing information resources
- classifying and cataloguing new library materials
- shelving library materials in order to ensure that they are well-organised
- holding information literacy sessions with students.

As part of the pre-employment checks the successful candidate will be required to produce copies of her qualifications and a recent police certificate.

This is for a temporary contract only. There will be no guaranteed minimum hours of work due to the nature of the role.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

To apply please send a completed application form, cover letter and CV to recruitment@akis.sch.qa.

The deadline for receipt of applications for this position is **23 February 2019**.

Only shortlisted candidates will be contacted.