

INTERNATIONAL INDIAN SCHOOL – TABUK



Ref: IIST/MC/2024

04/07/2024

IIST invites applications for formulation of the School Managing Committee 2024

Dear Parents of IIS Tabuk,

Ambassador of India and the Patron of International Indian Schools in the Kingdom of Saudi Arabia has approved the formulation of New School Managing Committee comprising of five members, of which at least one will be a lady. The Managing Committee is expected to contribute for the betterment of the School without any remuneration or other favours.

The School Management Committee is a critical part of the decision making structure of the school with a focus on ensuring academic excellence. It ensures a representative body that includes parents from different backgrounds and walks of life. Ladies are especially encouraged to apply.

The parents who are interested to be part of the Managing Committee may collect the forms from the school office between **09.30 am to 01.00 pm from 07.07.2024 during working hours** or download the form from the school website.

The candidates should possess required academic qualifications and have sufficient proven experience/ specialization in Academics/ Administrations/ IT/Financial field. The eligibility criteria for the candidates is as follows:

- He /She must be a parent of the student(s) of IIS Tabuk for at least one year as per school records.
- He/ She shall be a parent of a regular student studying in the school. In case the child passes out of school/leaves the school, the MC member shall cease to be part of the MC, unless there are other siblings studying in the school.
- He/ She must be a citizen of India who could devote sufficient time for the welfare of the school.
- He/ She must hold a regular university degree preferably a Masters Degree or a Bachelors Degree awarded after pursuing 5 year program such as MBBS duly attested by the competent authority in India/Embassy of India, Riyadh.
- He/ She must be holding a responsible position in a reputed Organization/Company or he /she should be a professional working with any reputed institution.
- He/ She should not be a school employee/spouse of the school employee/relative of the school employee /member of another school committee/ former employee of the school.
- g) He/ She should not be a member of the previous/preceding School Management Committee.**
- He /She must have a No Objection Letter from his/her employer/sponsor in original, duly attested by chamber of commerce and industry in which the sponsor should clearly mention that he/ she is agreeable for the active participation of the candidate in Managing Committee meetings for the next 3 years and that candidate will be in a position to attend the meetings even at a short notice.
- He/ She must produce salary certificate issued by his /her employer and attested by chamber of commerce in the region stating that monthly salary is not less than SR 8000.
- He/ She should submit a brief note not exceeding 100 words explaining his/her plans to ensure better education to the children of Indian community and all round progress of the school during his/her tenure.
- His/ Her place of work and residence should be within the city where the school is situated.

Candidates are requested to submit their detailed CV, duly filled in forms along with the required documents in closed envelope to the school office, IIS Tabuk with a copy to Observer, International Indian Schools, Embassy of India, Riyadh at the email id: edu.riyadh@mea.gov.in on or before **30.08.2024**

**** Required original documents to be submitted at the time of interview.**

Best regards,

Principal (I)
IIS - Tabuk

