

Embassy of Bangladesh
Riyadh, Saudi Arabia
www.bangladeshembassy.org.sa

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Vacancy Announcements


The Embassy of the People's Republic of Bangladesh in Riyadh invites applications from the interested candidates from Bangladeshi Citizen currently holding valid residence permit of KSA/ Saudi National/ Arabic proficient any national to fill up the following local based temporary vacant posts under the Revenue and Welfare head of the Labour Wing of the Embassy by fulfilling the conditions mentioned below:

| S.N | Name of Post and Pay Scale | Number of Post | Qualification and Experience |
|-----|--|----------------|--|
| 01 | Welfare Officer (Revenue) SR 3540.00-120.00-4740.00 | 01 (One) | <ol style="list-style-type: none">1. Must have a Bachelor or equivalent degree from recognised University. (Degree from Saudi University will be given preference.)2. Must have sound knowledge in Microsoft Office including sending E-mail/Fax and Typing Speed of 25 WPM in Bengali and 35 WPM in English.3. Must have good communication skill in Arabic language and experience in Arabic Typing |
| 02 | Translator (Welfare Board) Monthly SR 3500.00 (Consolidated) | 02 (Two) | <ol style="list-style-type: none">1. Must have a Bachelor or equivalent degree in Arabic (Arabic Medium) from recognised University. Degree from Saudi University will be given preference.2. Must have sound knowledge and experience in Microsoft Office including sending E-mail/Fax3. Must have sound knowledge in Saudi Labour law and Shariah law.4. Must have good communication skill in Arabic language and experience in Arabic Typing5. The applicant has to stay in any province outside of Riyadh Province to render his official duties. |
| 03 | Safe Home Caretaker (Welfare Board) Monthly SR 3540.00 (Consolidated) | 02 (Two) | <ol style="list-style-type: none">1. Must have Higher Secondary Certificate or equivalent degree from recognised board.2. Must have computer literacy and minimum Typing Speed of 25 WPM in Bengali and 35 WPM in English.3. Must have good communication skill in Arabic language and experience in Arabic Typing4. Must have sound knowledge and experience in Microsoft Office including sending E-mail/Fax |
| 04 | Computer Operator (Revenue) SR 2850.00-120.00-4050.00 | 01 (One) | <ol style="list-style-type: none">1. Must have Higher Secondary Certificate or equivalent degree from recognised board. (This condition will be relaxed for previously experienced in Embassy)2. Must have computer literacy and minimum Typing Speed of 25 WPM in Bengali and 35 WPM in English.3. Must have good communication skill in Arabic language and experience in Arabic Typing4. Must have sound knowledge and experience in Microsoft Office including sending E-mail/Fax |

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| 05 | Office Assistant cum Computer Operator (Revenue) SR 2850.00-120.00-4050.00 | 01 (One) | <ol style="list-style-type: none"> 1. Must have Higher Secondary Certificate or equivalent degree from recognised board. (This condition will be relaxed for previously experienced in Embassy) 2. Must have computer literacy and minimum Typing Speed of 25 WPM in Bengali and 35 WPM in English. 3. Must have good communication skill in Arabic language and experience in Arabic Typing 4. Must have sound knowledge and experience in Microsoft Office including sending E-mail/Fax |
| 06 | Welfare Assistant (Reception) (Welfare Board) Monthly SR 2500.00 (Consolidated) | 01 (One) | <ol style="list-style-type: none"> 1. Must have Higher Secondary Certificate or equivalent degree from recognised board. 2. Preference will be given to candidate with computer training 3. Must have sound knowledge and experience in Microsoft Office including sending E-mail/Fax. 4. Must have good communication skill in Arabic language and experience in Arabic Typing 5. Preference will be given to applicant with valid driving license. |
| 07 | Driver (Revenue) SR 2600.00-112.00-3720.00 | 01 (One) | <ol style="list-style-type: none"> 1. Class 8 pass. 2. Must have 5 (Five) years' driving experience in Saudi Arabia but preference will be given to experienced candidate. 3. Must have valid Iqama and driving license. |
| 08 | Minibus Driver (Welfare) Monthly SR 3000.00 (Consolidated) | 01 (One) | <ol style="list-style-type: none"> 1. Class 8 pass. 2. Must have 5 (Five) years' driving experience in Saudi Arabia. 3. Must have communication skill in Arabic 4. Must have valid Iqama and driving license. |

Conditions:

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| 1 | Applicant's age must not be above 30. Condition will be relaxed for candidates with previous work experience in Mission. |
| 2 | Application must reach to H.E. Ambassador, Bangladesh Embassy, Riyadh. P.O Box. 94395. K.S.A by 16 November 2017 at 4 pm or email to labourwing.riyadh@yahoo.com or can be submitted directly in person in Labour Wing, Riyadh, K.S.A |
| 3 | Application must be accompanied with 2 recent passport size photos, copies of academic and experience certificates, copies of valid Iqama and Passport with mobile number and email address. |
| 4 | No objection letter (NOC)/ Consent Letter from the current employer must be submitted. |
| 5 | Incomplete and application submitted after the deadline 16 November 2017 (4 p.m.) will be rejected. |
| 6 | Shortlisted candidates will have to participate in Written Test, Interview and Practical Test. No TA/DA will be provided for this. |
| 7 | The authority reserves the full right to take any decision regarding the recruitment. |


 02-11-17
 Md. Sarwar Alam
 Counsellor (Labour)

Distribution:

1. Notice Board
2. 1 highly subscribed national newspaper of Saudi Arabia
3. Mr Yeasin Manik, Database Administrator, (With request of publishing in Embassy Website)
4. Office Copy