

#### Diploma (after high school): Experience

Years of Experience	Specialties	Category
At least 3 years' experience in the same field	<ul style="list-style-type: none"> <li>Business Administrative diploma or equivalent (for Salary &amp; Benefits Coordinator)</li> </ul>	Administrative
At least 5 years' experience in Personnel Administration with knowledge of computer data entry	<ul style="list-style-type: none"> <li>Commerce Diploma or equivalent (for Personnel Assistant)</li> </ul>	
At least 5 years of related experience	<ul style="list-style-type: none"> <li>Administrative Diploma (for Internal Relations Coordinator)</li> </ul>	
At least 3 years' experience in clerical or administrative work and ability to type 15 w.p.m. in Arabic and/ or 25 w.p.m. in English	<ul style="list-style-type: none"> <li>Commercial or Administrative Diploma or equivalent (for Administrative Assistant)</li> </ul>	
At least 5 years' experience in clerical or administrative work and ability to type 15 w.p.m. in Arabic and/ or 25 w.p.m. in English	<ul style="list-style-type: none"> <li>Commercial or Administrative Diploma or equivalent (for Senior Administrative Assistant)</li> </ul>	

#### High School Degree: Fresh Graduates

ability to type 30 w.p.m. in Arabic and/ or 40 w.p.m. in English	<ul style="list-style-type: none"> <li>High School Degree (for Clerk/ Typist)</li> </ul>	Administrative
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#### High School Degree: Experience

Years of Experience	Specialties	Category
At least 2 years' experience in clerical or administrative work and ability to type 35 w.p.m. in Arabic and/ or 45 w.p.m. in English	<ul style="list-style-type: none"> <li>High School Degree (for Senior Clerk/ Typist, Secretary Trainee)</li> </ul>	Administrative
At least 3 years' experience in cash handling	<ul style="list-style-type: none"> <li>High School Degree (for Cashier)</li> </ul>	

At least 3 years' experience in clerical or administrative work and ability to type 30 w.p.m. in Arabic and/ or 40 w.p.m. in English	<ul style="list-style-type: none"> <li>• High School Degree (for Secretary)</li> </ul>	
At least 5 years' experience in clerical or administrative work and ability to type 35 w.p.m. in Arabic and/ or 45 w.p.m. in English	<ul style="list-style-type: none"> <li>• High School Degree (for Senior Secretary)</li> </ul>	
At least 15 years' experience in formality documentation with through knowledge of Government laws, rules & regulations + valid Kuwaiti Licenses	<ul style="list-style-type: none"> <li>• High School Degree (for Passport Representative)</li> </ul>	

### Conditions

- 1) GPA and MGPA for Diploma are not less than (3/4 points) or equivalent.
- 2) The applicant must have a qualification from Kuwait University or one of the universities or institutes approved by the Ministry of Higher Education.
- 3) For fresh graduate: It is required that the applicant is not registered with the Public Institution for Social Security after obtaining the required degree, or working in any other work place till the advertisement end date.
- 4) Applicants are required to pass the English test, specialization test, and interviews.

Applicants who meet the above criteria must apply to fill their applications via the Internet (only) at KISR website:

[WWW.KISR.EDU.COM](http://WWW.KISR.EDU.COM)

### Documents to be attached to the application form (PDF only)

- 1) Civil ID.
- 2) Degree certificates + Transcripts.
- 3) Equivalency of the certificates for universities and institutes accredited by the Ministry of Higher Education.
- 4) Updated C.V.
- 5) A (To Whom It May Concern) certificate issued by the Public Institution for Social Security.
- 6) Experience certificate explaining the career progression + salary certificate (for experience applicants only)

- Submitting the application does not mean approving it.
- Applications will be excluded if they do not meet the above requirements, or applications not attached to all documents.
- A telephone call or an e-mail will be sent to the eligible applicants. If the candidate does not respond, it will be considered an apology.

- Violation of any of the conditions of recruitment will cancel the employment application without having to inform the candidate.
- For Passport Representative job: Priority is for Kuwaitis and then applicants of Arab countries.
- Note: The Kuwait Institute for Scientific Research applies an entitlement factor to assess the experiences of applicants to measure its similarity with the required experience, and it follows that the job title and degree are determined in proportion to the experience after the entitlement factor.

**Application period from 13/1/2020 to 2/2/2020**

For further inquiries, please call 24989000

Internal (9127 – 6551 – 6503 – 6281 – 9678 – 6777)