



*Prince Sultan University
Riyadh, Kingdom of Saudi Arabia*

**Job Opportunities for Senior Academic Administrators
And/or Executive Secretaries
(for men only)**

Prince Sultan University in Riyadh is urgently seeking candidates for the above mentioned positions with the following qualifications:

- *A minimum of a Bachelor's degree (Business, English or equivalent).*
- *Those who have completed or about to complete a post-graduate (Master in Business Administration {MBA}, Master in Public Administration {MPA}, or equivalent will be given preference.*
- *A minimum of 3 years actual experience in the capacity of Senior position and 5 years as Secretary and/or as Administrator in an Academic environment are preferred.*
- *Must be computer literate to be able to prepare reports and/or presentations in excel, power point & other systems/programs.*
- *Fluent in English both written and oral.*

We shall only respond to qualified candidates with well-accounted qualifications, credentials & relevant employment history, (if possible with NOC, as applicable):

All candidates to apply with detailed resume to:

**Email: recruitment@psu.edu.sa – website:
www.psu.edu.sa**

P.O Box No. 66833, Riyadh 11586 Kingdom of Saudi Arabia.

Fax No. +966-1-454-8317