

**Career Opportunities in Syria: Hiring Qualified Education and Administrative Professionals.**

Our esteemed Client in Syria requires Qualified Education and Admin Professionals who meet the prescribed requirements below:

#	Job Title	Job Requirements
1.	English Language Teacher	<ul style="list-style-type: none"> • Bachelor's/Master's in relevant subject (preferably international on-campus) • 5+ years teaching IGCSE/A-Level (CAIE) • Proven track record with GPA 3.5+ • Excellent English (IELTS 7+ or equivalent) • Preferred: Certification in international curricula, Arabic language skills (or willingness to learn in 4 months) • Knowledge of Arabic language will be considered an added advantage • Classroom management, IT skills, and differentiated instruction familiarity • Male&Female Both • Age: 30–45 years (preferred) (01 Position for each category)
2	Chemistry Teacher	
3	Physics Teacher	
4	Computer Science Teacher	
5	Math Teacher	
6	Section Head Senior	<ul style="list-style-type: none"> • Master's in Education or subject specialization (international university) • CAIE certifications • 5+ years in senior leadership in an international school • English proficiency (IELTS 7.5+) • Male&Female Both • Age: 35–50 years (preferred) (01 Position)
7.	Computer Instructor	<ul style="list-style-type: none"> • Bachelor's/Master's in CS, IT, or related field • 5+ years in similar role (educational environment preferred) • Skills in: PHP/Python dev, Linux, networks (CISCO/MikroTik), CCTV, graphic/web dev • Experience with school systems (SMS, LMS) • Cambridge A Level teaching experience • Programming expertise: Python, Java, SQL • Knowledge of AI, ML, robotics is a plus • Arabic preferred • Male&Female Both • Age: 30–45 years (preferred) (01 Position)
8.	Head of DACE (Academic, Curriculum, Examination)	<ul style="list-style-type: none"> • Master's in Education/Curriculum/Exams (from top university) • 5+ years in curriculum coordination (Cambridge or IB setting) • Deep knowledge of CAIE (all levels) • Skills in exam design, assessment, data analysis • Arabic preferred • Male&Female Both • Age: 35–50 years (preferred) (01 Position)
9.	Administrative Assistant	<ul style="list-style-type: none"> • Bachelor's/Master in Business Admin, Project Management, or similar • 5+ years admin experience (preferably in schools) • Skills in file/inventory/purchase management • High integrity and confidentiality • Arabic Language will be preferred • Microsoft Office proficiency • Strong English communication; Arabic a plus • Male&Female Both • Age: 30–50 years (preferred) (01 Position)
10.	Economics/Business Teacher	<ul style="list-style-type: none"> • Bachelor's/ Master in Business Economics, or similar • 5+ years admin experience (preferably in schools) • Microsoft Office proficiency • Strong English communication; Arabic a plus • Male&Female Both • Age: 30–45 years (preferred)

- **(01 Position)**

11	Discipline Incharge	<ul style="list-style-type: none"> • Retired personnel from Pakistan Armed Forces • (01 JCO & 02 NCOs) • Minimum qualification: FA/FSc • Minimum 5 years' relevant experience • Age: 35–50 years (preferred) • Basic English and Arabic knowledge • Strong personality with sound physical & mental fitness • Experience with CCTV, access control, surveillance & monitoring • Familiarity with room and emergency procedures • (03 Position)
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Terms & Conditions: -

- Terms and Conditions will be settled at the time of the Interview.

How to Apply

- **Job Portal:** Interested applicants can apply via OEC's website <https://oec.gov.pk/>.
Help-Desk Team: for technical support, contact the **OEC-Helpdesk team** at **UAN: 0311-0011-632** or Email: helpdesk@oec.gov.pk
- The applicant will submit/attach the deposited Bank challan amounting to Rs. **500/-** generated at the time of online application submission

Closing Date: 26th Jan 2026.

Operations & I.T Wing, Overseas Employment Corporation, Head Office, Islamabad