Join Our Team as a Government Services Coordinator

The International Community School (ICS), a leading British-curriculum international school in Jordan, is seeking a dedicated, organised and well connected **Government Services Coordinator** to join our team from **June 2026**. In this vital role, you will be responsible for executing and expediting government related transactions to ensure the School's compliance with Jordanian laws and regulations. The role requires regular visits to ministries, courts, and official departments to process, submit, collect, and authenticate documentation related to school licensing, staff residencies, work permits, society matters, and official clearances

Your Responsibilities:

- Supporting expatriate staff onboarding and housing arrangements
- Coordinating documentation with the Ministries of Education, Interior, Labour, Culture, and Social Development
- Maintaining organized records, and assisting with society governance requirements
- Supporting financial procedures such as bank deposits and official correspondence, and liaises with courts and government departments for document authentication and legal processing
- Ensuring timely submissions, maintaining strict confidentiality, representing the school professionally with government entities, and providing logistical support including driving for official duties when required

What We're Looking For:

- Bachelor's degree or Diploma in a relevant field.
- A minimum of 3 years experience working with various government offices or a related role.
- Strong communication and interpersonal skills in both Arabic and English
- Excellent organisational skills and attention to detail in record-keeping and reporting.
- Have excellent ICT skills specifically in Google Suite
- Be able to interact with multicultural backgrounds and nationalities

What We Offer:

- A competitive salary starting at **550 - 800 JOD** per month subject to social security and tax deductions per Jordanian Law
- Class A Medical Insurance
- 21 days of annual leave
- A vibrant, multicultural environment that values collaboration, wellbeing, and professional growth.

If you are a proactive professional able to manage official documentation and government relations we'd love to hear from you. Please send your up-to-date CV and a brief cover letter to recruitment@ics.edu.jo with **Government Services Coordinator** in the subject line. Visit us at www.ics.edu.jo **Application Deadline**: **Tuesday March 23rd, 2026.** Interviews will start to take place during April. Due to the number of applications expected, only shortlisted candidates will be contacted. The start date will be negotiated with the successful candidate.

The International Community School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and local and international police checks as appropriate.