

# Complete Guide to Part-Time Jobs in Riyadh – 2025 Edition (Premium for Expats)

Checklists, salaries, templates & official platforms to find a legal and fast job in Riyadh.

## Mandatory Documents Checklist

Document	Required For	Notes
Passport + Iqama	All expats	Always valid + digital copies
Updated CV	All	Include professional photo + visa status
Diplomas / Transcripts	Engineers, Teachers	Verified + translated if needed
SCFHS Licenses	Healthcare	Mumaris+ + BLS/ACLS
Saudi Council of Engineers Registration	Engineers/Technicians	Mandatory for projects
Local References	Recommended	Employers or professors
Language Certificates	Teaching, Customer Service	English/Arabic validated
Criminal Record	Education, Healthcare	Some employers require background check

## Salaries by Sector (Part-Time)

Sector	Monthly Salary (SAR)	Notes
Healthcare (nurses, technicians)	2,500 – 5,500	Weekend/night bonuses
Doctors (part-time)	6,000 – 12,000	Limited consultations
Engineering/Tech	3,500 – 8,000	Project contracts
IT & Support	3,000 – 7,500	Freelance & projects
Retail (malls, fashion)	1,500 – 4,000	+ commissions
Education (tutors)	75 – 250 SAR/hour	Specialized courses pay more
Admin/Support	2,000 – 5,500	Government & private
Logistics & Delivery	2,500 – 7,000	Amazon, Noon, Jahez
Hospitality	1,800 – 4,500	Tips often included
Nannies/Childcare	3,000 – 8,000	English = higher pay
Cooks/Catering	2,200 – 6,000	Experience bonus
Data Entry & Back-office	15 – 35 SAR/h	Flexible schedule
Freelance (design, writing)	50 – 200 SAR/article   300–1,500 SAR/project	Local & international clients

## Top Official Platforms

- ❖ Glassdoor (~70 jobs)
- ❖ Naukrigulf (~112 jobs)
- ❖ Sabbar (~40 jobs)
- ❖ Bayt (10–15 jobs)
- ❖ Tanqeeb Saudi Arabia (~200–300 jobs)
- ❖ Indeed Saudi Arabia
- ❖ LinkedIn Saudi Arabia (~400 jobs in Riyadh)
- ❖ Jooble (2,100+ listings)
- ❖ GulfTalent
- ❖ Monster Gulf
- ❖ Drjobs.sa
- ❖ Neuvoo/Jobsora
- ❖ Laimoon
- ❖ Expat.com Jobs
- ❖ Expatriates.com
- ❖ Algooru
- ❖ Noon – Drivers Portal
- ❖ Jahez – Drivers Recruitment
- ❖ IKEA Careers
- ❖ Almarai Careers

## Comparative Table of Platforms

Platform	Specialization	Notes
<b>Glassdoor</b>	All sectors	Snapshot of company culture
<b>Sabbar</b>	Retail/Hospitality	Fast response time
<b>Tanqeeb</b>	Freelance/Part-time	Largest aggregator in KSA
<b>LinkedIn</b>	Professional	Networking advantage
<b>Jooble</b>	Shift work	Large coverage in KSA

## 30-Day Roadmap to Get a Job

### Week 1: Preparation

- Update CV
- Register on LinkedIn, Bayt, Glassdoor
- Prepare legal docs

### Week 2: Applications

- Apply to at least 20 targeted jobs
- Send custom LinkedIn messages
- Attend a job fair

### **Week 3: Interviews**

- Prepare 3 key answers
- Follow up all applications
- Request feedback

### **Week 4: Decision & Contract**

- Compare offers
- Check e-contract on Qiwa
- Negotiate bonuses

### **Pitfalls to Avoid**

- Accepting cash-only jobs (illegal).
- Working on a visitor visa (risk of deportation).
- Over 48h/week combined jobs (violation of law).
- Not checking Qiwa e-contract.

### **Useful Contacts**

- Qiwa – <https://qiwa.sa> (Official work contracts)
- SCFHS – <https://www.scfhs.org.sa> (Healthcare licensing)
- Saudi Council of Engineers – <https://sce.org.sa> (Engineer registration)
- Embassies – Gov websites (Support for expats)

### **Bonus – Active Expat Communities**

- ✓ WhatsApp Groups: Part-time jobs Riyadh (invite only).
- ✓ Telegram: Freelance KSA updates.
- ✓ Facebook Groups: 'Expats in Riyadh', 'Jobs for Expats Saudi Arabia'.

## Templates

### 1. CV Template (One Page) :

**[Full Name]**

Phone: +966 [Your Number] | Email: [Your Email] | LinkedIn: [Your Profile]

Iqama Status: Valid | Availability: Part-Time / Flexible

**Profile Summary**

Multilingual professional with valid Iqama and [X years] of experience in [sector]. Skilled in [key skills]. Available for evening and weekend shifts.

**Experience**

- **[Job Title] – [Company], [City], [Years]**
  - Key achievement/result (e.g., “Increased sales by 20% through customer engagement”).
- **[Job Title] – [Company], [City], [Years]**
  - Key achievement/result.

**Education**

- [Degree / Diploma] – [University], [Year]

**Skills**

Customer Service | Sales | IT Support | Flexibility | Languages

**Languages**

English (Fluent), Arabic (Basic), [Other Language]

## 2. Cover Email Template

Subject: Application for [Job Title] – Ref [#]

Dear [Hiring Manager],

I am applying for the [Job Title] role recently posted on [Platform].

I bring [X years] of experience in [sector] and hold a valid Iqama.

I am available for flexible part-time shifts and would be glad to provide further details.

Thank you for your consideration.

Best regards,

[Full Name]

[Phone] | [Email] | [LinkedIn]

## 3. Interview Answer Template (Quick Replies)

### ✓ **Flexibility**

“I am available evenings, weekends, and can adapt my schedule to business needs.”

### ✓ **Experience**

“I handled [specific tasks] in my previous role, improving [result]. I adapt quickly and work well in fast-paced environments.”

### ✓ **Compliance**

“I only work under official e-contracts through Qiwa and always respect Saudi labor law.”

## Conclusion

The Riyadh part-time job market is structured, promising, and accessible. With this complete premium guide, you have checklists, salaries, official platforms, templates, pitfalls to avoid, and communities to join. Use it strategically to land a flexible, legal, and well-paid job.