



ISLAMIC EDUCATION BOARD

Dar al Tableegh, Jackets Lane, Harefield, Middlesex, UB9 6PZ – UK
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The World Federation

Vision Statement: The World Federation exists to achieve the pleasure of Allah SWT by developing spiritual and vibrant communities serving humanity.

Mission Statement: The World Federation enables its member institutions to promote the values and practices of the Islamic Shia Ithna Asheri Faith for the spiritual and material well being of humanity at large.

Core values of the World Federation

- Serve with simplicity, sincerity, tenacity and patience
- Strive for excellence in all fields especially in education
- Enable and facilitate all community endeavours
- Engage grassroots
- Prevent duplication and support local efforts and innovations
- Respect others at all times

Position: Muballigheen Training Administrator

Accountable to: Muballigheen Training Coordinator

Job Purpose: To manage and administrate the WF Monitoring Institute of Higher Islamic Learning by assuming direct responsibility of the Institute office, focusing on the successful implementation of the Muballigheen Training Program (MTP) whilst maintaining the MTP ethos.

Salary: £1000 per month

Hours: TBC

Location: Damascus, Syria.

Anticipated Start-up date: July 2007

This is a fixed term position for 4 year

KEY ACCOUNTABILITIES – JOB SPECIFICATION

- To maintain regular contact with the various Madaris in Damascus
- To maintain a database of all Hawza officials and teachers in Damascus Madaris
- To provide support to the MTP students by alleviating their financial, emotional and educational concerns
- To monitor the progression of the syllabus and course content
- To ensure the course meets all necessary deadlines and milestones
- To monitor teaching standards
- To ensure systems and processes are initiated and maintained in administration of files and paperwork
- To liaise with agencies such as Government offices, Hawza affiliates, WF-IEB, Regions and Jamaats and harmonise such relationships for the smooth running of the MTP
- Oversee and possibly attend visits of key persons to the Institute
- Provide support to the teaching staff and be the first point of contact to alleviate concerns
- To provide managerial support of 2 other Institute staff (one secretary and one assistant)
- To ensure prompt and proper payment of wages and expenses of staff
- To conduct quarterly appraisals of students
- To conduct 6 monthly appraisals of lecturers
- To provide WF-IEB with monthly reports
- To oversee the organization and implementation of Institute events and programmes, thus maintaining harmony and unity within the students
- To maintain accounts, budgets and accurate records
- To ensure that the MTP ethos is maintained
- To oversee the maintenance of a website dedicated to MTP or the MTP area of the existing WF website
- This list is not exhaustive and therefore any further work that may be a part of the MTA's duties may also be incorporated into this schedule at a later date

PERSON SPECIFICATION

QUALIFICATION & EXPERIENCE:

1. Graduate of a reputable Hawza Ilmiyya (preferred, not essential)
2. Graduate of a reputable University
3. Experience within academia and Personal Development Training (preferred, not essential)
4. Experience of working in a Tableeghi organization

CORE COMPETENCIES:

- Ability to manage own workload effectively to achieve agreed service at the required standards
- Sound level of religious education, strong faith and good character
- Good knowledge of Farsi, Arabic and English, both written and spoken
- Experience of working in a Tableeghi organization and understanding the Tableeghi ethos
- Experience of administration and ability to implement systems and processes within an office
- Well respected with sound moral character and religious knowledge
- Contributions to academia (preferred, not essential)
- Articulate Proficient Inter-personal and Communication skills – clear and articulate standard of written and verbal communication
- Able to write briefings and reports
- Good organisational skills
- Strong PR skills and possessing a friendly nature
- Ability to work with others
- Good understanding of KSI community structures and expectations
- Good appreciation of huqooq funds and accountability of expenditure
- Basic understanding and appreciation of global issues related to jamaat and federation systems and blending of religious education with modern techniques and academic advances
- Computer literate
- Effective Coaching / Mentoring skills and experience of dealing with KSI youth
- Willing to work as part of a team
- Prepared to travel as and when required

VARIABLE COMPETENCIES:**Seeing the 'big picture'**

- Should be able to understand how the MTP project fits in with the overall objectives of the Islamic Education Board and the future of the KSI community, and
- Appreciates the importance of the MTP and its delivery, whilst understanding constraints and limited resources.

Decision Making

- Able to make decisions within the parameters of the role.
- Able to explain the rationale behind decisions demonstrating a methodical/rational process for decisions.
- Uses systems and processes that are transparent.

Influence

Able to make proposals in own area of expertise that are constructive and that develop opportunities in that area. Can support proposals, which demonstrate clear thinking, to colleagues and others.

Leadership

Able to provide direction to others in own team or project teams and gain their commitment in achieving the success of the MTP.

People

Can identify skills of self development and communicates these with colleagues, staff and peers. Can recognise potential and thereby build capacity.

Planning and Organising

Able to plan day-to-day work schedule and objectives, deal with issues/conflicts arising, and, work with team mates and others to plan, organise and achieve goals. Able to structure thinking to accommodate longer term objectives into a structured approach.

Focus

Possesses strong will and determination; sees tasks through to completion.

Team Orientation

Able to collaborate with others and contribute as part of a high performance team in order to achieve a common goal, as opposed to working independently or competitively.

Knowledge Sharing

Able and willing to obtain, use, and share information, ideas and knowledge with others with and across the organization as appropriate to maximise global effectiveness.

Integrity

Able to deal with colleagues and clients honestly at all times. Can be trusted to behave to a high ethical and Islamic standard.

Flexibility

Able to adapt to changes in objectives and priorities proactively in response to changing environmental needs.

Continuous Development

Having inner drive to do things better, to meet and exceed goals and keep on improving situations through creativity and innovation.

Tenacity

Determination not to give up in the face of obstacles but to keep on overcoming them without losing sight of the goal, enabling timely delivery of the objective.

Pro-activity

Able to think and act ahead, spot problems or opportunities before they arise in terms of delivery of tasks/projects and resource conflicts. Willing to initiate opportunities for improvement.