



THE
WORLD
FEDERATION
OF KHOJA SHIA ITHNA-ASHERI MUSLIM COMMUNITIES

MADRASAH CENTRE OF EXCELLENCE

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: Assistant Project Coordinator – Curriculum Development

Accountable to: Project Coordinator – Curriculum Development

Liases with: Head of Curriculum Development, MCE

Job Purpose:

To assist the Project Coordinator with implementation, monitoring, evaluation and review of the Tarbiyah curriculum developed by MCE for madaris worldwide. This position is suited to a self-starter who can begin work promptly with minimal training and supervision

Salary: TBA

Contract duration: 2 years (6 months probationary period)

Start date: As soon as possible

Hours: 35 hours per week. This role will require flexible working, including evenings and weekends.

Annual leave: 25 days excluding statutory holidays

Responsibilities: Duties specified under 'Key Responsibilities' below.

Location: Flexible.

KEY ACCOUNTABILITIES/RESPONSIBILITIES**Assist the Project Coordinator in the following areas:**

Planning: Leads the strategy on implementation of the Tarbiyah curriculum in madaris worldwide in conjunction with the regional organisations

Management: Prudently manages organisational resources and effectively coordinates curriculum work with the other work-streams under the MCE

General Administrative: Undertakes the effective administration of the Tarbiyah curriculum project and related tasks

Programmatic Effectiveness: Administer the design and delivery of high quality training programmes for implementing the Tarbiyah curriculum in madaris throughout the regions

Monitoring and evaluation: Carries out regular checks to assess implementation of the Tarbiyah curriculum, and elicit regular feedback from stakeholders to continually improve madrasah education

Review: Undertakes a systematic review and analysis of the whole curriculum at regular intervals and update it as necessary

Training: Train the curriculum team to deliver learner centered and integrated lessons

PERSON SPECIFICATION

Qualification

University graduate or equivalent level of qualification preferably in education
A background in Islamic Studies

Essential experience

- Close involvement with madrasah curriculum development for at least 3 years
- Teaching in a madrasah for at least 5 years

Beneficial experience

- Experience of implementing a programme of works in an educational environment
- Experience of teaching in a school

Essential specialist skills/knowledge

- Working knowledge of madrasah functioning within a KSI setting
- A sound knowledge of Islamic education
- Proficiency with office computer equipment and software, in particular Microsoft Word, Excel and Power Point
- Ability to produce clear and concise reports and presentations

General skills and abilities

- Ability to communicate verbally and in writing at all levels within an organisation and a global Madrasah network
- Excellent interpersonal skills, polite, and able to deal with sensitive issues
- Well organized, plans ahead and highlights problems in advance
- Effective problem-solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Good time management skills and the ability to meet deadlines.
- Able to adapt to changes in objectives and priorities proactively in response to changing environmental needs
- Must have good facilitation skills so as to deliver the training programmes for implementing the curriculum
- Resourceful individual, able to handle complex and diverse situations.
- General administration skills

How to apply: Please send your CV with a covering letter demonstrating how you meet the requirements for this role to mce@world-federation.org

Closing date: 26 August 2016